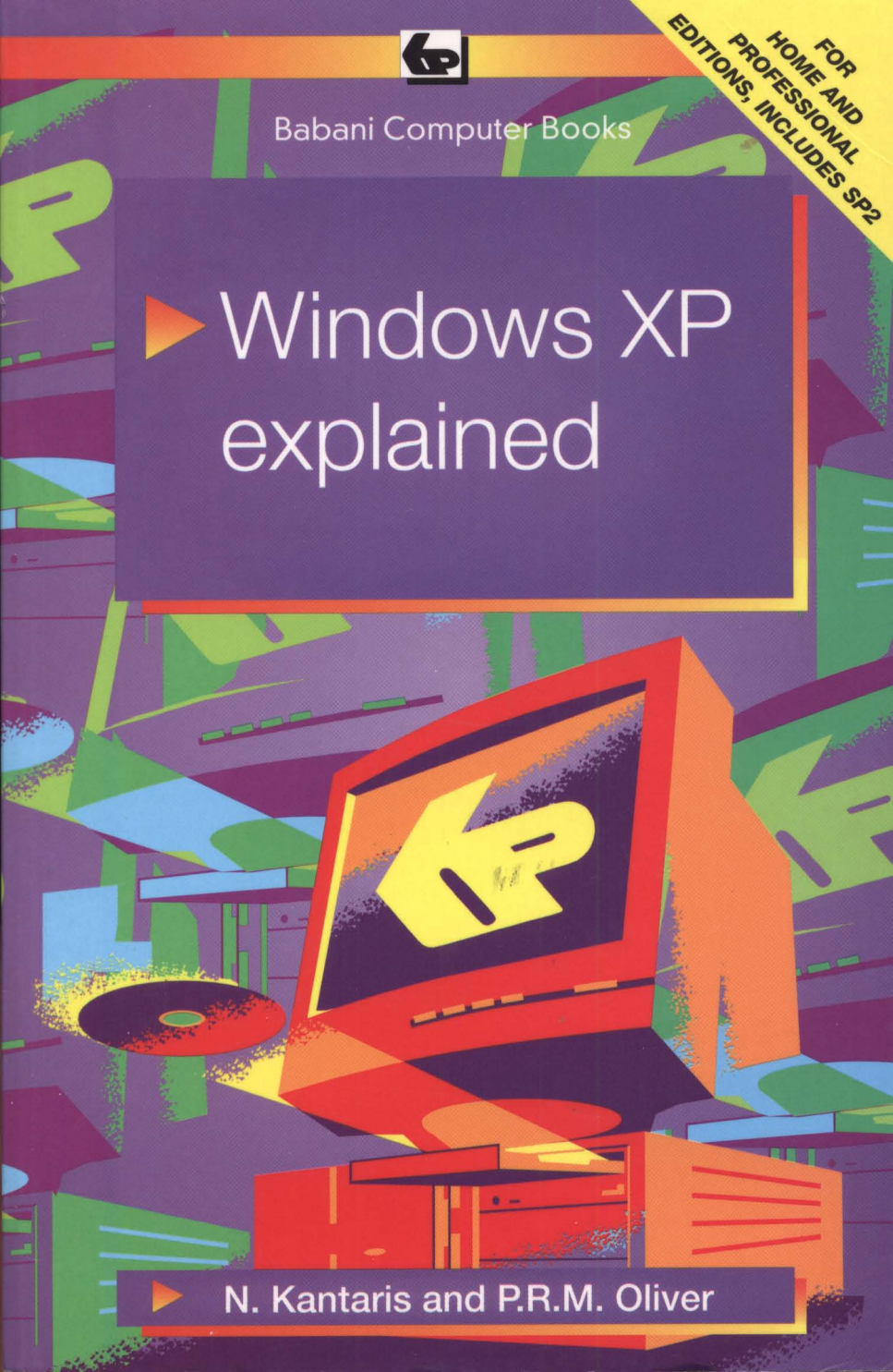
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Windows XP explained

by

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The Windows Background

Microsoft produced the first version of Windows in 1983 as a graphical extension to its Disc Operating System (MS-DOS). However, it was not a great success because, being DOS based, it was confined to the DOS memory limit of 1 MB of RAM. Mind you, at that time, not many PCs had that much memory!

In 1987, an Intel 386 processor specific version of Windows was brought out that was able to run in multiple 'virtual 8086' mode, but Windows applications were still unable to use any extended memory above the 1 MB. In 1990, however, Windows version 3.0 solved this problem and became a huge success.

Two years later, the much needed update, Windows 3.1, was released to fix most of the program bugs in version 3.0. The horrendous and frequent 'Unrecoverable Application Error' message became a thing of the past (well, almost!). Windows for Workgroups 3.1, followed in October 1992, and started to give the program the power to control small networked groups of computers. This was strengthened in October 1993 with the 3.11 release, which included 32-bit file management and more networking support.

Then, three year later, came Windows 95, a 32-bit operating system in its own right which made full use of the 32-bit features of the then available range of Intel processor chips. Microsoft had also put a lot of effort into this system to make it compatible with almost all existing Windows and MS-DOS based applications. This was obviously necessary, but it meant that parts of Windows 95 were still only 16-bit in operation.

June 1998, saw the launch of Windows 98, the long awaited refined upgrade to Windows 95, which ran faster, crashed less frequently, supported a host of new technologies, such as Digital Video Disc for storing digital video on PCs, improved MMX multimedia, and was year 2000 compliant. In May 1999 Windows 98 Second Edition was released.

In September 2000, Microsoft released Windows Me, as the direct upgrade to Windows 95/98 for the home PC. Windows Me had many improvements incorporated into it, such as added features that made it load faster, run more reliably, and if things went radically wrong through interference by the user, the ability to return to a previous working version of the Operating System. In addition, Windows Me incorporated Wizards that let you set up home networks and gave you the ability to share Internet connections, had improved support for digital cameras, video recorders, and multimedia with the introduction of the Windows Media Player 7. Also, improved features and tools in Internet Explorer 5.5 allowed better Web communication from e-mail to instant messaging to video conferencing.

Running parallel with the desktop Windows development, Microsoft set up the Windows NT development team in 1989. Its mission was to design and build a PC operating system, primarily for the business server community. From the beginning, the priority design objectives of Windows NT were robustness and extensibility, and in October 1991, the first version of Windows NT was shown to the public at a demonstration at COMDEX - the world's largest computer exhibition.

In August 1993 we saw the release of Windows NT 3.1 with 6 million lines of code, followed a year later by Windows NT 3.5 with 9 million lines of code. In June 1995 Windows NT 3.51 was released capable of supporting upcoming Windows 95 programs. Then, in August 1996 Microsoft released Windows NT 4.0 with 16 million lines of code. Since then, much has changed with Windows NT 4.0, as customer requirements evolved to include support for Windows applications, Web services, communications, and much more. These improvements came in the guise of several Service Packs.

In February 2000, Microsoft released Windows 2000 Professional, together with two additional Windows NT compatible versions of the software; Server and Advanced Server. Users of Windows 95/98 could easily upgrade to the Windows 2000 Professional version of this Operating System (OS), while users of Windows NT could upgrade to one of the other two versions of the OS.

Finally, in October 2001, Microsoft released Windows XP (XP for eXPerience) in two flavours; the Home edition (less expensive) as the direct upgrade to Windows 98/Me for home users and the Professional edition (more expensive but with additional functionality) for Windows 2000 or business users. Of course, provided you are running Windows 98/Me or Windows 2000, you can upgrade to either version of Windows XP.

At first glance, Windows XP looks slightly different to previous versions of Windows. The changes to the desktop icons, Start menu and the Control Panel are there for all to see, while other concepts are borrowed from Windows Me or Windows 2000. Windows XP has many improvements incorporated into it which fall into several general categories. These are:

- Added features that make Windows XP load faster than any previous version of Windows, run more reliably, and the ability to return to a previous working version of the Operating System (similar to that under Windows Me).
- Improved Wizards (similar to those under Windows Me) let you set up home networks a lot easier and give you the ability to share Internet connections.
- Improved support for digital cameras, video recorders, and multimedia with an improved version of the Windows Media Player (now version 9).
- Improved features and tools in Internet Explorer 6 allow faster performance, and better Web communication from e-mail (using version 6 of Outlook Express) to instant messaging to video conferencing using the MSN Explorer.
- Improved Windows File Protection (similar to that under Windows 2000) which prevents the replacement of protected system files such as **.sys**, **.dll**, **.ocx**, **.ttf**, **.fon**, and **.exe** files, so that installing software does not corrupt the operating system by overwriting shared system files such as dynamic-link libraries (**.dll** files) and executable files (**.exe** files).

Acknowledgements

We would like to thank friends and colleagues, for their helpful tips and suggestions which assisted us in the writing of this book.

All these improvements will be introduced and discussed in due course at the appropriate section of the book.

Although we have used Windows XP Professional Edition to write this book, it is equally valid for the Windows XP Home Edition as the Professional Edition offers all the capabilities of the Home Edition plus additional features designed to meet the needs of the business community. These enhancements provide more options for networking computers with added security and simplified management.

Windows XP Professional also includes features for power users, such as enhanced file security, remote access to your computer's desktop and a personal Web server. However, most home PC users will find that Windows XP Home Edition contains all the facilities they will ever need or want. Which version you choose will ultimately be your choice with the price differential being a factor to be taken into account.

About this Book

Windows XP Explained was written to help both the beginner and those moving from older versions of Windows to the Windows XP Professional or Home edition (the latter being a cut-down version of the former). The material in the book is presented on the 'what you need to know first, appears first' basis, although you don't have to start at the beginning and go right through to the end. The more experienced user can start from any section, as they have been designed to be self-contained.

We start this book by discussing what preparations you need to make to your system, depending on your present desktop Windows version, prior to installing Windows XP. For example, you might like to keep your present Windows installation because you would like to first try Windows XP without committing yourself. We will show you how to achieve this with the dual boot system which lets you boot in either Windows XP or your current Windows version. In fact, one of our PCs is configured to start with either Windows XP, Windows Me, or Linux. Of course, to do this you will need a rather large hard disc, but these days this is hardly unusual.

Windows XP comes with a Graphical User Interface (GUI) front end similar to that of previous versions of Windows, and includes built-in accessories such as a text editor, a paint program and many other multimedia, networking, electronic communication, and power saving features, most of which are examined in this book. Getting to grips with Windows XP, as described, will also reduce the learning curve when it comes to using other Windows application packages. For example, once you have installed your printers and learned how to switch between them and print from them, you should never again have any difficulty printing from any Windows program. Also, learning to manipulate text and graphics in WordPad and Paint will lay very strong foundations on which to build expertise when you need to master a full-blown word processor with strong elements of desktop publishing.

The book was written with the busy person in mind. You don't need to read many hundreds of large format pages to find out most of what there is to know about the subject, when fewer pages can get you going quite adequately! It is hoped that with the help of this book, you will be able to get the most out of your computer, when using Windows XP, in terms of efficiency and productivity, and that you will be able to do it in the shortest, most effective and enjoyable way.

An attempt has been made not to use too much 'jargon', but with this subject, some is inevitable, so a fairly detailed glossary of terms is included, which should be used with the text of this book where necessary. Have fun!

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1

Package Overview

Windows XP (Professional or Home edition) is Microsoft's latest desktop Operating System (OS). It is an easier to run and more efficient operating system to install, far more stable, and for business users the Professional edition is less expensive to deploy for large numbers of networked computers. Microsoft has employed the scripting process, first encountered in Windows 2000, which automates the installation process and makes it a lot easier, particularly for large networks. Ordinary desktop users also benefit as this version of Windows is by far the easiest to install and the most stable to operate under.

Upgrading to Windows XP

Windows XP is a 32-bit Operating System which, just like its predecessors (Windows 95/98/Me/2000), uses a Graphical Interface. However, unlike Windows 95/98/Me, this Graphical Interface does not act as a graphical front end to the Disc Operating System (MS-DOS), but as in Windows 2000 it actually is a replacement of it.

In other words, both Windows 2000 and Windows XP break away from the old MS-DOS dependency of previous versions of desktop Windows - no more MS-DOS prompt, but there is a Command prompt which allows you to run DOS-based programs. So, if you are a Windows user, you could either upgrade to Windows XP, or install Windows XP on a separate partition of your hard disc without losing your previous Windows installation. To achieve the latter, select 'new installation' when installing the OS, as opposed to 'upgrade' which replaces the previous Windows installation on your system.

The upgrade path to Windows XP (Professional or Home editions) is as follows:

	Windows XP Home Edition	Windows XP Professional Edition
Windows 98/Me	✓	✓
Windows NT 4.0	×	✓
Windows 2000 Prof.	×	✓

For earlier versions of the above operating systems, you must make a new (clean) installation of Windows XP (Home or Professional edition).

If, however, you are currently using Windows 98/Me/2000, and want to retain your present installation, and you have a second empty partition on your hard disc, then you can make a new (clean) install of Windows XP in the empty partition and adopt the dual-boot procedure. So, some thinking ahead is necessary!

System Preparation

Before you start installing Windows XP you need to prepare your system depending on your requirements.

- If your system is to run under Windows XP only, or Windows XP is to be installed on a separate, bootable, hard disc, then you don't need any preparation; you can skip the rest of this section, but refer to the 'Selecting a File System' section.
- If your system has only one hard disc on which you have one of the above four operating systems installed and you intend to retain it, then you need to consider the following:

  1. If your hard disc is partitioned into, say, a C: and a D: drive, then move all the programs and data you want to retain from drive D: into drive C:, and use

the space on drive D: to install Windows XP provided there is enough space on it. Application programs under Windows 98/Me might have to be uninstalled from drive D:, and reinstalled in drive C:.

2. If your hard disc is not partitioned and you have enough free space at the end of it to install Windows XP, then use the commercial software package PartitionMagic to create a partition for Windows XP on your hard disc. Such a program partitions your hard drive without any loss of data. Alternatively, make a **complete backup** of your hard drive, use the *fdisk* utility to re-partition the drive, then restore your application programs and data as necessary.

3. If you have more than two partitions on your hard drive, none of which is big enough to load Windows XP, then make a **complete backup** of your hard drive, then use PartitionMagic to rearrange and/or delete such partitions to create a sufficiently large partition for Windows XP. Alternatively, use the *fdisk* utility to re-partition the drive into more suitable sizes, then restore your application programs and data as necessary.

Note: Do not upgrade to Windows XP on a compressed drive.

Finally, make sure that your computer can run Windows XP before you start its installation (see next section). If you install Windows XP on a computer without the dual-boot option, and your hardware is unsuitable, you will not be able to return to your previous version of Windows unless you completely reinstall your older version of Windows and all of your programs! Furthermore, if you intend to go for the dual-boot option, make sure you have made a 'boot disc' for the operating system you want to retain - this is extremely important and cannot be overemphasised.

Hardware Requirements

To install Windows XP Home edition according to Microsoft, you will need an IBM-compatible computer with the following recommended specifications:

- 300 MHz or higher Pentium-compatible CPU (233 MHz minimum).
- 128 MB of RAM (64 MB minimum); more memory generally improves the operating system's response.
- 1.5 GB of available hard disc space. (Additional hard disc space is required if you are installing over a network.)
- A SVGA (800x600) or higher resolution video adapter.
- Keyboard, mouse, and CD-ROM or DVD drive.

To search for specific hardware and software or BIOS compatibility, visit Microsoft's Web site at

www.microsoft.com

where you should find the answers to almost all your questions. However, most users with a PC which meets the above specifications can go ahead with the installation in the knowledge that they are unlikely to encounter any hardware problems. In any case, the distribution CD includes options which can scan your system for any hardware/software incompatability, as we shall see shortly.

Information Required Prior to Installation

Before you start installing Windows XP, make sure you have appropriate information to hand. What you need to know, depends on the type of proposed installation. For example:

A. If you are setting up a standalone computer and you plan to connect to the Internet, then you will need to provide the Setup program during installation with your Internet Provider's (IP) address which was assigned to you for your Internet and e-mail accounts.

B. If you are setting up a networked computer then you need to know what type of network you are connected to - peer-to-peer or client/server. For the first one of these you will need to supply 'your workgroup name', while for the second one you will need to provide 'your domain name', 'your domain user name', and 'your domain password'. Such information is best obtained from your Network Administrator.

Finally, make absolutely sure you are not running any memory resident programs such as 'virus protection utilities' during installation. If you do, disable them before you start. This is usually done by double-clicking the program's icon and selecting to 'unload' it. Do not use such programs unless they were specifically written for Windows XP.

Selecting a File System

During Setup, Windows XP gives you the choice of using the Windows NT file system (NTFS) or the File Allocation Table (FAT16 or FAT32) file system. If you intend to retain your Windows 98/Me/2000 installation, and you want to exchange document files between the two systems (in both directions), then choose the FAT16/32 file system, otherwise select NTFS which has the following advantages over FAT16/32.

- Better file security, including the Encrypting File System (EFS) which protects data on your hard drive by encrypting each file with a randomly generated key.
- Better disc compression and better support for very large hard discs without performance degradation.

Finally, from an NTFS partition you can browse, read and write to files on the FAT16/32 partitions, but Windows 98/Me cannot detect the NTFS partition, so it cannot interfere with its settings, and you can profit from the enhanced security of Windows XP. However, the conversion to NTFS is one-way; you will not be able to convert back to FAT16/32. You can decide to switch to NTFS either during Setup or after Windows XP is installed.

Installing Windows XP

To start the installation process, switch on your computer, start Windows, and insert the Windows XP distribution CD into the CD-ROM drive. After a few seconds the Setup program will run automatically from the CD.

If the Setup program does not run, click the ***start*** button, shown here, which is adopted by both Windows 98/Me and Windows NT/2000 and select **Run** from the pop-up menu. Next, type E:\setup, where E is the letter that represents your CD-ROM drive, and click the **OK** button.

The Setup program then displays the screen shown in Fig. 1.1 below. At this stage it is a good idea to let Windows XP check your system automatically for any incompatibilities, by first selecting the third option, then choosing the first option on the next displayed screen.

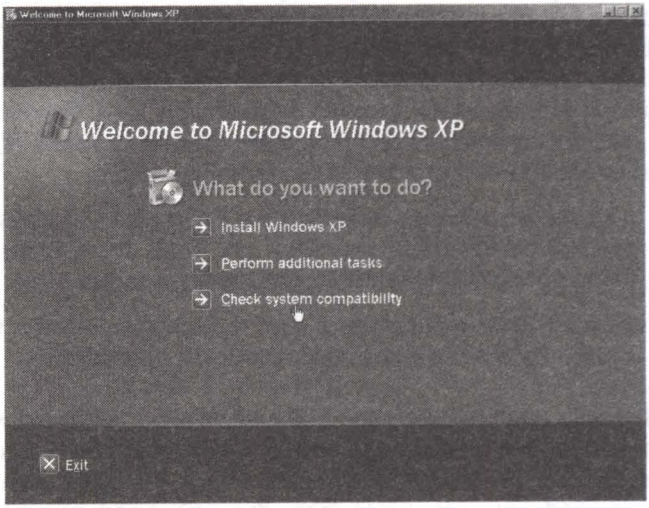


Fig. 1.1 The Microsoft Windows XP Welcome Screen.

A report will be compiled which you can print and act upon accordingly. You can also select the second option in Fig. 1.1 to look at other important information, such as the 'Release notes'.

Finally, when you are ready, select the first option in Fig. 1.1 to start the installation process. The first of several Setup Wizard screens is then displayed as shown in Fig. 1.2

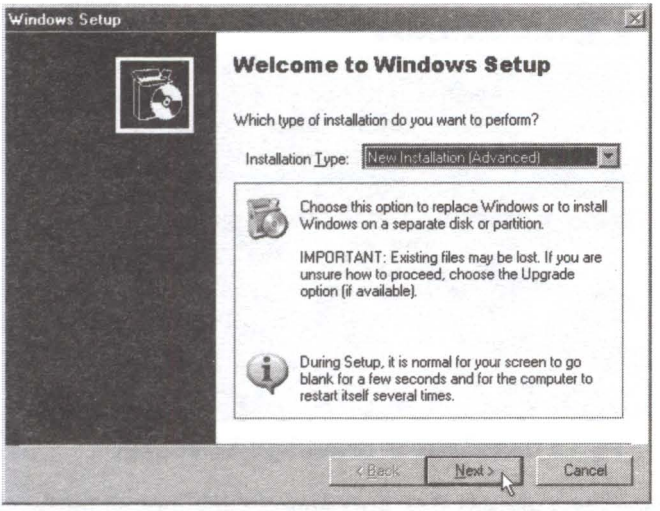

Windows Setup
Welcome to Windows Setup
Which type of installation do you want to perform?
Installation Type:
New Installation (Advanced)
Choose this option to replace Windows or to install Windows on a separate disk or partition.
IMPORTANT: Existing files may be lost. If you are unsure how to proceed, choose the Upgrade option (if available).
During Setup, it is normal for your screen to go blank for a few seconds and for the computer to restart itself several times.
< Back
Next >
Cancel

Fig. 1.2 The Welcome to Windows Setup Wizard Screen.

It is at this point you have to decide between 'upgrading' your current Windows system to Windows XP, or installing a new copy of it. We selected the latter option because we wanted to retain Windows Me and, at the same time, we had the required hard disc capacity and a separate partition. Hence the choice for a 'New Installation' in the **Installation Type** box on the screen in Fig. 1.2.

If you do not need to keep your current Windows version, and this happens to be Windows NT 4.0 or 2000, or Windows 98/Me, then select the 'Upgrade' option. This option will preserve the settings of all your program applications.

However, if your current operating system is an earlier version of the above four Windows systems, then you must select the 'New Installation' option which will require you to reinstall all your Windows applications from scratch.

Selecting one of the options and clicking the **Next** button displays the License Agreement screen in Fig. 1.3 below.

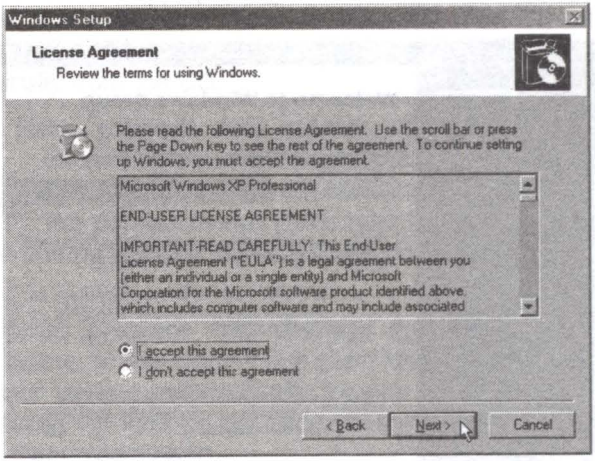

Windows Setup
License Agreement
Review the terms for using Windows.
Please read the following License Agreement. Use the scroll bar or press the Page Down key to see the rest of the agreement. To continue setting up Windows, you must accept the agreement.
Microsoft Windows XP Professional
END-USER LICENSE AGREEMENT
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Microsoft Corporation for the Microsoft software product identified above, which includes computer software and may include associated
I accept this agreement
I don't accept this agreement
< Back
Next >
Cancel

Fig. 1.3 The Windows XP License Agreement Screen.

Clicking the **I accept this agreement** radio button followed by **Next**, displays the next Installation Wizard screen (Fig. 1.4).

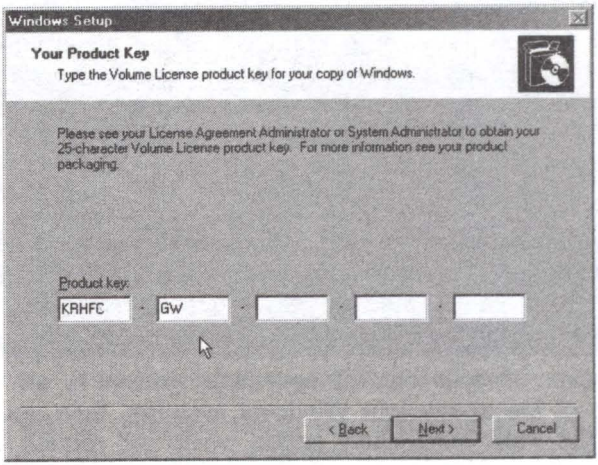

Windows Setup
Your Product Key
Type the Volume License product key for your copy of Windows.
Please see your License Agreement Administrator or System Administrator to obtain your 25-character Volume License product key. For more information see your product packaging.
Product key:
KRHFC
GW
< Back
Next >
Cancel

Fig. 1.4 Product Key Screen.

Type in your Product Key, then press **Next** to display the screen in Fig. 1.5 below.

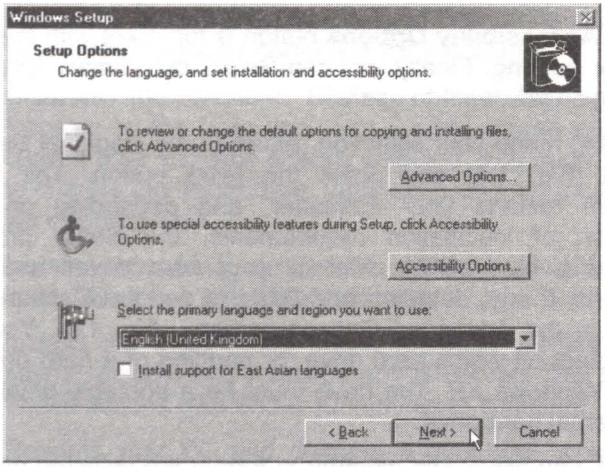

Windows Setup
Setup Options
Change the language, and set installation and accessibility options.
To review or change the default options for copying and installing files, click Advanced Options.
Advanced Options...
To use special accessibility features during Setup, click Accessibility Options.
Accessibility Options...
Select the primary language and region you want to use:
English (United Kingdom)
Install support for East Asian languages
< Back
Next >
Cancel

Fig. 1.5 The Regional Settings Screen.

The **Advanced Options** button allows you to specify whether you want to choose the installation partition during Setup by checking an appropriate box in a further dialogue box, as shown in Fig. 1.6 below.

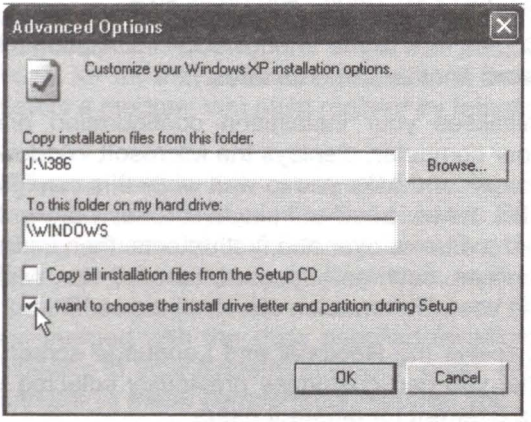

Advanced Options
Customize your Windows XP installation options.
Copy installation files from this folder:
J:\i386
Browse...
To this folder on my hard drive:
\WINDOWS
Copy all installation files from the Setup CD
I want to choose the install drive letter and partition during Setup
OK
Cancel

Fig. 1.6 The Advanced Options Screen.

If you don't check this option, as shown in Fig. 1.6, Setup will automatically choose the next empty partition on our primary hard drive to install Windows XP.

The **Accessibility Options** button is for users with impaired sight or hearing. Finally you can Select the primary language and region you want to use.

Having made your selection, return to the Regional Settings screen (Fig. 1.5) and press the **Next** button. The Setup program restarts your computer, and depending on your selection of installation requirements, the Setup program displays a blue screen with all your hard drives and their partitions, if any, detected and listed (if you have chosen this option in the Advanced Options screen - Fig. 1.6). You can now select on which hard drive, or partition of a hard drive, to install Windows XP. The drive must be a bootable drive - not an external hard drive.

Next, you are asked whether to format the selected partition using the NTFS file system, or the FAT32 file system, convert the partition to NTFS, or leave the current file system intact. The choice is yours - see the Selecting a File System section on page 5. Setup then carries out the following tasks:

- Examines the selected hard disc which takes about a minute or so, depending on its size.
- Copies files to the Windows XP installation folder which takes another three minutes.
- Initialises your installation configuration and reboots your computer, displays the Microsoft Windows XP logo screen and asks you to wait while it is configuring itself. This takes another minute or so, before the Setup Wizard takes over and first detects, then installs various devices, such as keyboard, mouse, etc., while displaying useful information about Windows XP.
- Displays the Regional and Language screen again, so that you can customise previously selected settings to be different for different users.

- Displays the Personal Details screen, asking you to type in your name and organisation (if applicable), followed by the Computer Name and Administrator Password screen in which you can change the suggested computer name (we left this blank).
- Displays the Modem Dialling Information screen, followed by the Date and Time Setting screen with the current date and time already selected. You might need to change the Time Zone, depending on your location - we selected GMT.
- Installs networking components which you might need later. This takes a few more minutes.
- Installs the ***start*** menu items, registers components, saves settings, and removes any temporary files used. These actions take about 30 minutes to complete.
- Reboots your PC and displays a dual-boot screen (if you chose such an installation method), giving you the option to start with Windows XP or Windows. If you select the Windows XP option, Setup displays the Welcome to Microsoft Windows screen accompanied by soothing music! Pressing the **Next** button at the bottom right of the screen displays the Registration screen in which you type your name, address, etc., after which the computer rings Microsoft's number (if Setup has detected a modem) and registers your copy of Windows XP for that particular computer. If Setup does not detect a modem, you must register by telephone.

Windows XP Home Edition is the second Microsoft product to use the Product Activation system; the first one was Office XP. The product key plus a code produced from ten hardware components in your PC, such as processor type, memory size, disc drives, graphics and controller cards, and type of CD/DVD drives is then merged with the code supplied by Microsoft to produce a 'specific to your system' activation code. Any more than four changes to these components requires you to apply to Microsoft for a reactivating code! For new PCs supplied with Windows XP, product activation is tied only to the BIOS.

Next, the Setup program asks you in successive Wizard screens if you would like to:

- Connect to the Internet. Selecting **Yes** displays a further screen with three option: Get on line with MSN; use an existing account with your Internet Service Provider (ISP); or create a new Internet account. We selected to use our existing ISP.
- Receive help setting up your Internet account. If you answer **Yes** you will be connected to the Microsoft Referral Service immediately for an account with MSN! If you select **No**, have your user name, password, and ISP name and phone number ready. Setup then displays the 'Set up your Internet account' screen for you to fill in.
- Register more than one user who might be using the computer in the 'Who will use this Computer?' screen.

Finally Setup displays the Congratulations screen, restarts your computer and displays its starting pastoral screen!

Fig. 1.7 The Windows XP Starting Screen.

Whether you have chosen to connect your computer to the Internet during installation or later (we will show you how to do this in detail later when we discuss e-mail), once connected you can then use the Internet Explorer 6.0 program that comes bundled with the operating system to surf the Net, or the Outlook Express 6.0 program to send and receive e-mail. In addition, Windows XP features a range of tools that make it easier to receive personalised information from Web pages.

Windows XP comes with a number of new features, retaining all 'accessory' programs from Windows 98/Me or Windows NT/2000, such as 'Communications' and 'Entertainment' utilities, 'System' tools, the 'Paint' graphics programs, the word processor 'WordPad' and the text editor 'Notepad'. All these accessories, as well as the 'Windows Explorer' which helps you to view local, network, intranet and Internet data simultaneously, will be discussed in some detail. Of course, Windows XP caters for many new technological developments, some of which will be discussed, while others such as its full-blown networking capability and the remote access administration associated with the Professional version of the package, are beyond the scope of this book.

Finally, one of the strengths of Windows XP lies in its ability to manage all other programs that run on your PC, whether these programs were specifically written for the Windows environment or the DOS environment. Windows allows easy communication between such programs, as well as other computers which might be connected to a network, but to what extent depends on the type of hardware at your disposal.

In general, this version of Windows is far more stable, polished and professional than its predecessors. For the most part, however, Windows XP has not changed that much, only in its outward appearance. Once these changes are mastered, it should help cut the learning curve for users upgrading from Windows 98/Me or Windows NT 4.0/2000.

Following the completion of the Windows Installation, you are prompted to start a Windows XP Tour by clicking an icon at the extreme bottom-right of the screen. If you don't do this there and then, you can activate it later from the ***start*** menu.

Taking the Windows XP Tour

You can activate the Windows XP Tour at any time by left-clicking the ***start*** button, shown here, to be found at the bottom-left of the Windows screen. This opens the new look and feel ***start*** menu shown in Fig. 1.8 below.

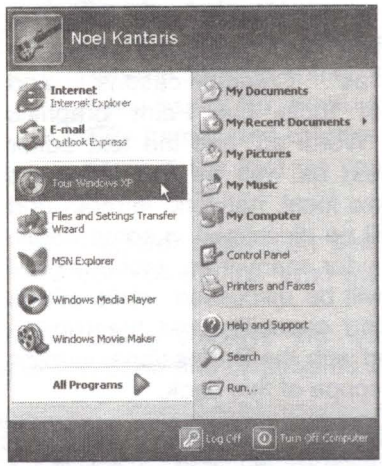


Fig. 1.8 The Cascade Start Menu.

On this menu, click the **Tour Windows XP** option to start the tour. On the first Windows XP Tour screen, shown in Fig. 1.9 below, you have the option of either running the tour in animated format that features text, animation, music, and voice narration, or in non-animated format that features text and images only. Do spend some time going through this tour; you will learn a lot.

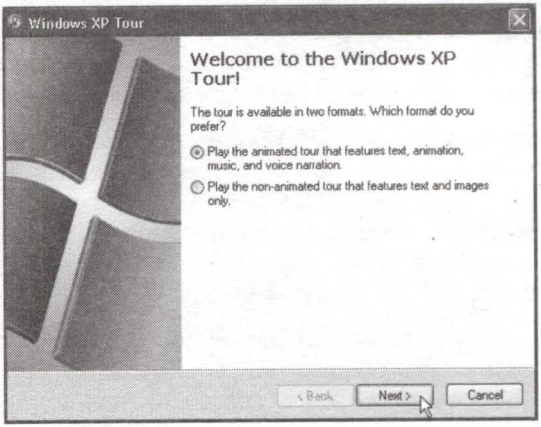

Windows XP Tour
Welcome to the Windows XP Tour!
The tour is available in two formats. Which format do you prefer?
Play the animated tour that features text, animation, music, and voice narration.
Play the non-animated tour that features text and images only.
< Back
Next >
Cancel

Fig. 1.9 The Welcome to the Windows XP Tour Screen.

2

Starting Windows XP

Once Windows XP has been installed, switching on your PC automatically loads the operating system (or displays the dual-boot option, if you have another Operating System on your hard disc).

The Windows Desktop

Below we show the Windows XP working screen, called the Desktop, with one item on the bottom right of it identified as **Recycle Bin**. In addition, the **My Documents** item has been clicked with the left mouse button to open its window.

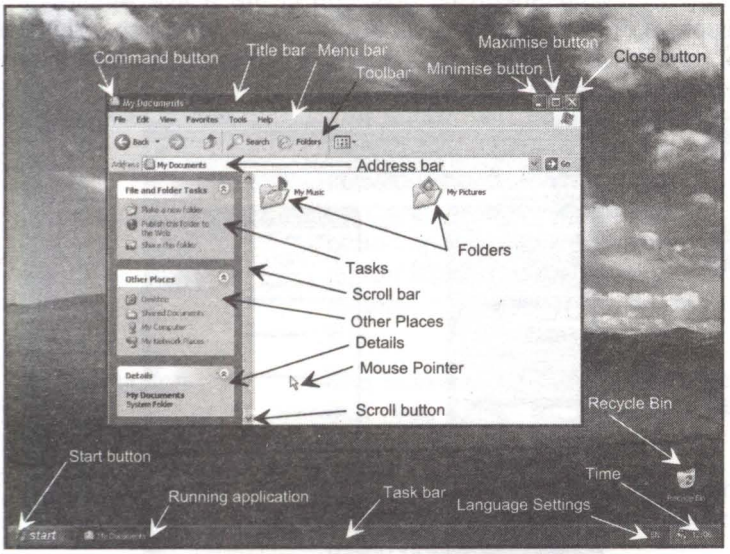


Fig. 2.1 Windows XP Desktop with Running Application.

Parts of a Window

It is worth spending some time looking at the various parts that make up the Windows screen - we use the word 'Windows' to refer to the whole environment, while the word 'windows' refers to application or document windows. Application windows contain running applications, while document windows appear with applications that can open more than one document, but share the application window's menu. Each application, and some documents you choose to work with, open and use separate windows to run in. Although every window has some common elements, not all windows use all of these elements.

An application window is easily opened by either double-clicking its icon on the Desktop, or clicking its name on one of the cascaded menus resulting from clicking the ***start*** button followed by the **All Programs** button. When a program is running, an icon is placed on the Taskbar, which allows you to switch between running programs by simply left-clicking them on the Taskbar.

Although multiple application or document windows can be displayed simultaneously, only one is the active window and displays on the top of any other non-active windows. Title bars of non-active windows appear with a lighter shade than that of the active one, as shown below.

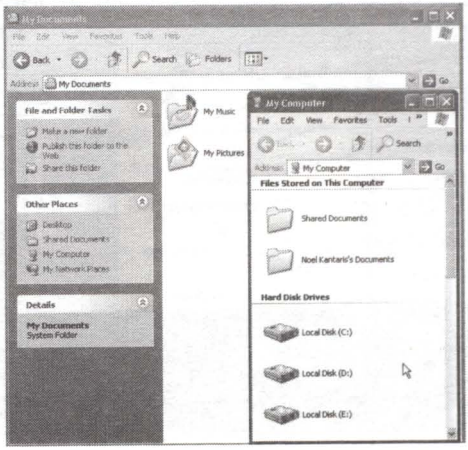


Fig. 2.2 Simultaneous Display of Running Applications.

The typical window is subdivided into several areas which have the following functions:

Area	*Function*
Command button	Clicking on the program icon (see upper-left corner of the My Documents window in Fig. 2.1), displays the pull-down Control menu which can be used to control the program window. It includes commands for restoring, moving, sizing, minimising, maximising, and closing the window.
Title bar	The bar at the top of a window which displays the application name and the name of the current document.
Minimise button	The button you point to and click to store an application as an icon on the Taskbar. Clicking on such an icon will restore the window.
Maximise button	The button you point to and click to fill the screen with the active window. When that happens, the **Maximise** button changes to a **Restore** button which can be used to restore the window to its former size.
Close button	The extreme top right button that you click to close a window.
Menu bar	The bar below the Title bar which allows you to choose from several menu options.

	Clicking on a menu item displays the pull-down menu associated with that item. The options listed in the Menu bar depend on the specific application.
Toolbar	A bar of icons that you click to carry out some common actions.
Address bar	Shows the location of the current folder, or the URL of the new page to go to next.
Scroll bars	The bars on the extreme right and bottom of each window (or pane within a window) that contain a scroll box. Clicking on these bars allows you to see parts of a document that might not be visible in that size window.
Scroll buttons	The arrowheads at each end of the scroll bars which you click to scroll the window contents up and down one line, or left and right one item at a time.
Mouse pointer	The arrow which appears when the pointer is placed over menus, scroll bars, buttons, and folder lists.
Tasks	These change according to the function of the activated application. For example, if you activate My Computer, the Tasks refer to the System; you can view system information, add or remove programs, or change a setting. If you activate My Documents, the Tasks refer to files and folders; you can make a new folder, publish this folder to the Web, or share this folder with other users.

Other Places	The list shown under this heading also changes according to the function of the activated application. For example, if you activate My Computer, the list refers to activities related to it, such as My Documents, My Network Places, Shared Documents, and Control Panel. If you activate My Documents, the list refers to activities related to it, such as Desktop, Shared Documents, My Computer, and My Network Places.
Details	Gives details of the displayed Task.

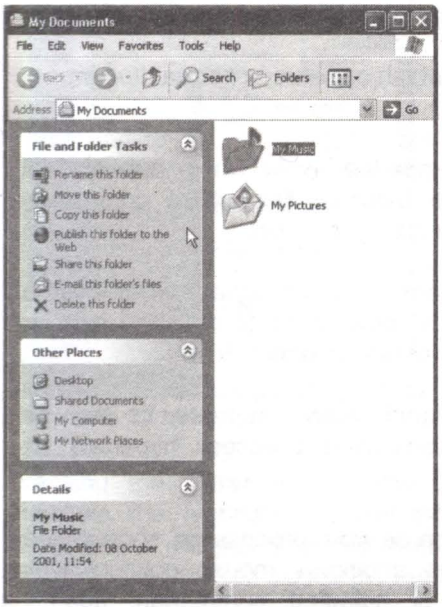


Fig. 2.3 Activity Related Tasks.

Fig. 2.3 shows activity related Tasks. Here we have selected a folder and, as you can see, the **Tasks and Other Places** lists change to reflect the current activity. For example, you can rename, move, delete, etc., a folder. This allows you to reach easily and quickly related activities that in previous versions of Windows you had to dig deep in menus and sub-menus to find.

The Mouse Pointers

In Windows, as with all other graphical based programs, using a mouse makes many operations both easier and more fun to carry out.

Windows has many different mouse pointers, with the most common illustrated below, which it uses for its various functions. When a program is initially started up probably the first you will see is the hourglass, which turns into an upward pointing hollow arrow. Some of the other shapes, as shown below, depend on the type of work you are doing at the time.

The hourglass which displays when you are waiting while performing a function.

The arrow which appears when the pointer is placed over menus, scrolling bars, and buttons.

The I-beam which appears in normal text areas of the screen.

The large 4-headed arrow which appears after choosing the **Control, Move/Size** command(s) for moving or sizing windows.

The double arrows which appear when over the border of a window, used to drag the side and alter the size of the window.

The Help hand which appears in the help windows, and is used to access 'hypertext' type links.

Windows applications, such as word processors, spreadsheets and databases, can have additional mouse pointers which facilitate the execution of selected commands, such as highlighting text, defining areas for the appearance of charts, etc.

The Menu Bar Options

Each window's menu bar option has associated with it a pull-down sub-menu. To activate the menu of a window, either press the **Alt** key, which causes the underlining of one letter per menu option and activates (turns to a button) the first option of the menu (in this case **File**). Next, use the right and left arrow keys to activate the other options in the menu, or use the mouse to point to an option. Pressing either the **Enter** key, or the left mouse button, reveals the pull-down sub-menu of the activated option.

The sub-menu of the **View** option of the My Computer window, is shown in Fig. 2.4 below.

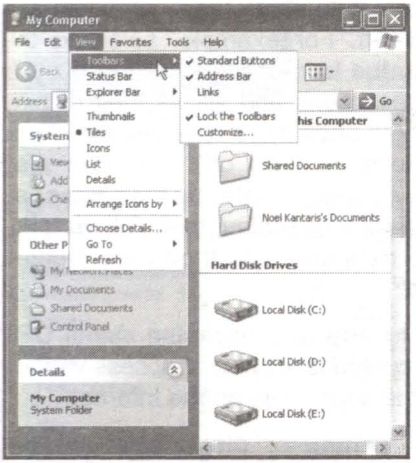


Fig. 2.4 Menu Bar Options.

Menu options can also be activated directly by pressing the **Alt** key, followed by the underlined letter of the required menu option. Thus pressing **Alt+V**, opens the pull-down sub-menu of **View**. You can use the up and down arrow keys to move the highlighted bar up and down a sub-menu, or the right and left arrow keys to move along the options in the menu bar. Pressing the **Enter** key selects the highlighted option or executes the highlighted command. Pressing the **Esc** key once, closes the pull-down sub-menu, while pressing the **Esc** key for a second time closes the menu system.

Items on the pull-down sub-menu which are marked with an arrow to their right, as shown here, open up additional options when selected, as shown on the My Computer screen dump of Fig. 2.4.

The items on the menu bar of a specific application might be different from the ones shown here. However, almost all Windows XP system applications offer the following options:

File	Produces a pull-down menu of mainly file related tasks, which allow you, amongst other options, to **rename**, **move**, **copy**, **publish on the Web**, **e-mail**, **print**, or **close** a file or folder.
Edit	Gives access to the most common editing tasks which can be applied on selected items, such as **cut**, **copy** and **paste**, **copy** or **move** such items to a folder, or **select all** files or folders.
View	Gives you complete control over what you see on your screen. For example, selecting the **toolbars**, **status bar**, or **Explorer bar** options checks these options and allows their display (selecting them once more removes the check mark and toggles them off). You can also display files as **thumbnails**, by their **titles**, as **icons**, as **lists** or display their full **details**, such as the date and time they were created or amended.
Favorites	Allows you to **add** and **organise** useful URL addresses, customise **links**, or access various pre-set **media** addresses on the Internet.
Tools	Allows you to **map** or **disconnect** network drives, and set **folder options**.
Help	Activates the **help and support centre**, or opens a window and displays basic system information.

Some applications display a '?' button on the right end of their title bar, as shown here. Clicking this button changes the mouse pointer from its usual inclined arrow shape to the 'What's this?' shape. Pointing with this to an object in the window and clicking, opens a **Help** topic.

Shortcut Menus

To see a shortcut menu containing the most common commands applicable to an item, point with your mouse at the item and click the right mouse button. For example, right-clicking the **Recycle Bin** icon on the desktop, reveals the options in Fig. 2.5.

Fig. 2.5 Shortcut Menu for the Recycle Bin.

In this case we have the option to **Open** the Recycle Bin which has the same effect as double-clicking its icon, **Explore** its contents, **Empty** it of any files or folders held in it, **Create Shortcut** icon on the desktop, or see its **Properties**.

Right-clicking the desktop itself, displays the shortcut shown in Fig. 2.6. From this menu you can select how to **Arrange Icons** on your desktop, or create a **New** folder or a shortcut icon on the desktop, for your favourite word processor maybe.

Fig. 2.6 Shortcut Menu for the Desktop.

It might be worth your while to right-click a Windows application icon on your desktop, such as that of a word processor, if one was installed on your computer, to find out what the difference is between this shortcut menu and that of the Recycle Bin. For example, you will find that the **My Documents** icon has an additional option to delete it might exist, while the **Recycle Bin** icon does not offer such an option. You will also find out that with a desktop application icon there might be an option to rename the icon, while there is no such option with the Recycle Bin.

Note: Having activated a shortcut menu, you can close it without taking any further action by simply pressing the **Esc** key, or clicking the mouse somewhere else.

Dialogue Boxes

Three periods after a sub-menu option or command, means that a dialogue box will open when the option or command is selected. A dialogue box is used for the insertion of additional information, such as the name of a file.

To see a dialogue box, click ***start*** then the **My Computer** menu option, select **Tools** on the menu bar of the displayed window and **Folder Options** from its sub-menu. This opens the Folder Options dialogue box shown in Fig. 2.7 below with its General tab selected.

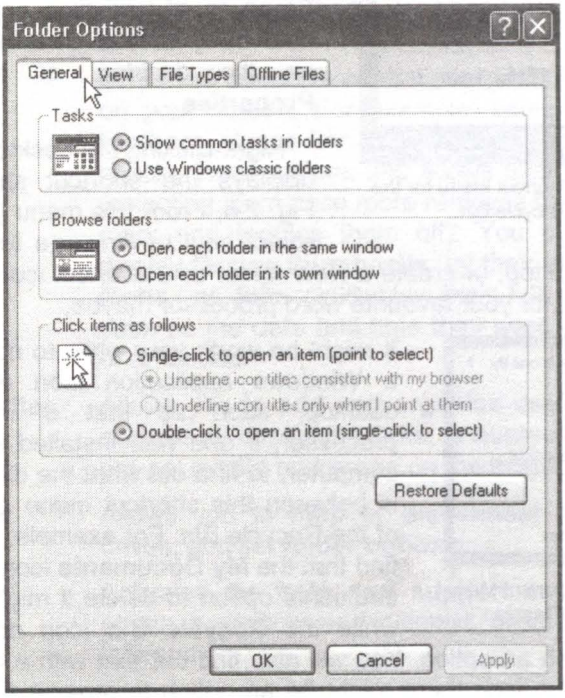


Fig. 2.7 The Folder Options Dialogue Box.

When a dialogue box opens, the **Tab** key can be used to move the dotted rectangle (known as the focus) from one field to another (**Shift+Tab** moves the focus backwards).

Alternatively you can move directly to a desired field by holding the **Alt** key down and pressing the underlined letter in the field name. With the mouse, you simply point and click the left mouse button at the desired field.

Some dialogue boxes (such as the one shown in Fig. 2.7) contain List boxes which show a column of available choices. If there are more choices than can be seen in the area provided, use the scroll bars to reveal them. Such dialogue boxes may contain Check boxes which offer a list of features you can switch on or off. Selected options show a tick in the box against the option name. Another type of dialogue box option is the Option button (sometimes called Radio button) with a list of mutually exclusive items. The default choice is marked with a black dot against its name, while unavailable options are dimmed.

Another type of List box may display a column of document files. To select a single file from such a List box, either double-click the file, or use the arrow keys to highlight the file and press **Enter**. Again, if there are more files than can be seen in the area provided, use the scroll bars to reveal them.

Other dialogue boxes may contain groups of options within a field. In such cases, you can use the arrow keys to move from one option to another. Having selected an option or typed in information in a text box, you must press a command button, such as the **OK**, **Cancel** or **Apply** button (unavailable options or command buttons are dimmed), or choose from additional options. To select the **OK** button with the mouse, simply point and left-click, while with the keyboard, you must first press the **Tab** key until the focus moves to the required button, and then press the **Enter** key.

To cancel a dialogue box, either press the **Cancel** button, or the **Esc** key enough times to close the dialogue box and then the menu system.

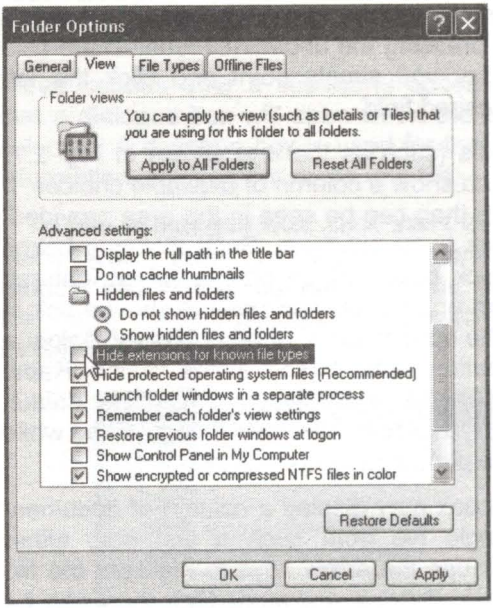

Folder Options
General
View
File Types
Offline Files
Folder views
You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.
Apply to All Folders
Reset All Folders
Advanced settings:
Display the full path in the title bar
Do not cache thumbnails
Hidden files and folders
Do not show hidden files and folders
Show hidden files and folders
Hide extensions for known file types
Hide protected operating system files (Recommended)
Launch folder windows in a separate process
Remember each folder's view settings
Restore previous folder windows at logon
Show Control Panel in My Computer
Show encrypted or compressed NTFS files in color
Restore Defaults
OK
Cancel
Apply

Fig. 2.8 Making Visible the Extensions of Known File Types.

Note: At this stage it might be a good time to change the default settings under the **View** tab of Fig. 2.7 by unchecking the **Hide extensions for known file types** option, as shown in Fig. 2.8.

Doing so could alert you to rogue and potentially lethal e-mail attachments (see the E-mail and Outlook Express chapter).

Taskbar Buttons

At the bottom of the Desktop screen is the Taskbar. It contains the ***start*** button which, as we have seen, can be used to quickly start a program. Later on we will discuss how we can search for a file, and how to get Help.

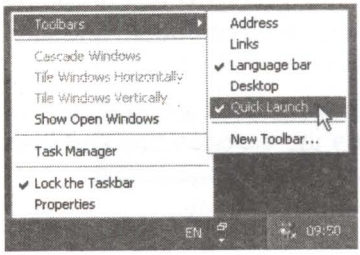


Fig. 2.9 Quick Launch Activation.

Before we go any further, right-click an empty part of the Taskbar, point to the **Toolbars** option which displays the sub-menu, shown on the right in Fig. 2.9, and left-click the **Quick Launch** entry. This displays three icons next to the ***start*** button; left-clicking one of these, launches its application (see next page for details).

When you open a program, or a window, a button for it is placed on the Taskbar, as shown in Fig. 2.10 below.

Fig. 2.10 The Windows Taskbar.

You can left-click your mouse on this button to make this the active program, or window, which displays in a darker shade of blue on the Taskbar. So, now you can always see what windows you have open, which is the active one, and quickly switch between them. As more buttons are placed on the Taskbar their size shrinks slightly, but up to a point. After that common entries are grouped together with a number indicating the number of open windows. To see details relating to a grouped button, left-click it to open a list of components, as shown in Fig. 2.11. Try it!

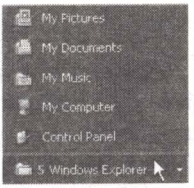


Fig. 2.11 Grouped Taskbar Entries.

Another interesting Taskbar menu option is **Properties** (Fig. 2.9). This allows you to change the Taskbar and ***start*** menu options.

If you have activated the **Quick Launch** option, there will be three buttons displaying next to the ***start*** button. These, in order of appearance, have the following functions:

Launch the Internet Explorer Browser.

Show Desktop.

Launch Windows Media Player

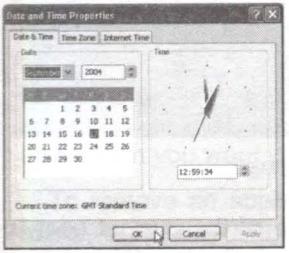


Fig. 2.12 Date and Time Properties Dialogue Box.

The Taskbar also shows the current time to the far right, the **Windows Messenger**, the **Options**, the **Restore** and the **Language** icons. Moving the mouse pointer over the clock will display the date. Double-clicking the clock, opens the Date/Time Properties box, shown in Fig. 2.12, so that you can make changes, if necessary.

The Start Cascade Menu

Left-clicking the ***start*** button at the bottom left corner of the Windows screen, displays the two-column ***start*** menu. The left column provides shortcuts to Internet Explorer, Outlook Express and the six applications that are used most often.

On the top of the right-hand column there are shortcuts to such folders as **My Documents**, **My Pictures**, **My Music** and **My Computer**, while on the bottom of the column there are shortcuts to **Control Panel**, **Printers and Faxes**, **Help and Support** and **Search** facility.

Clicking or hovering over the **All Programs** button, displays the first column of the cascade menu where all Windows applications are to be found. In the screen dump in Fig. 2.13 below we show the **System Tools** options which are part of the Windows **Accessories**.

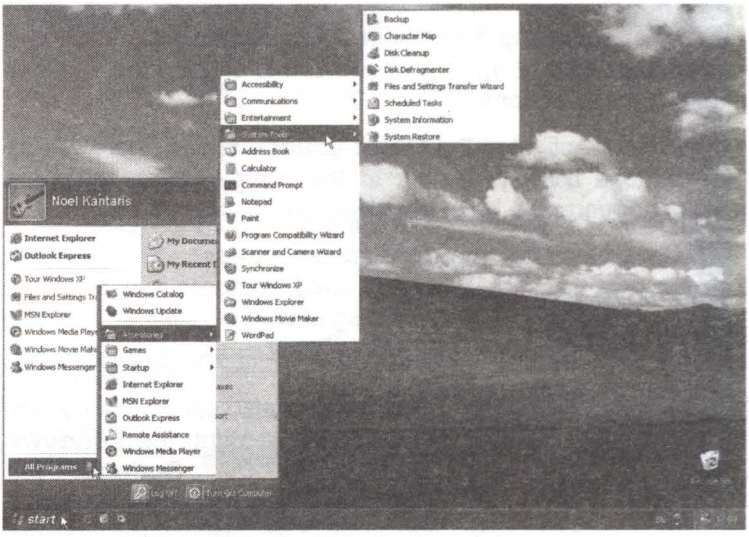


Fig. 2.13 The Start Cascade Menu.

At the top of the ***start*** menu the name of the current user is displayed with a picture against it. Left-clicking this picture opens the User Accounts screen shown in Fig. 2.14.

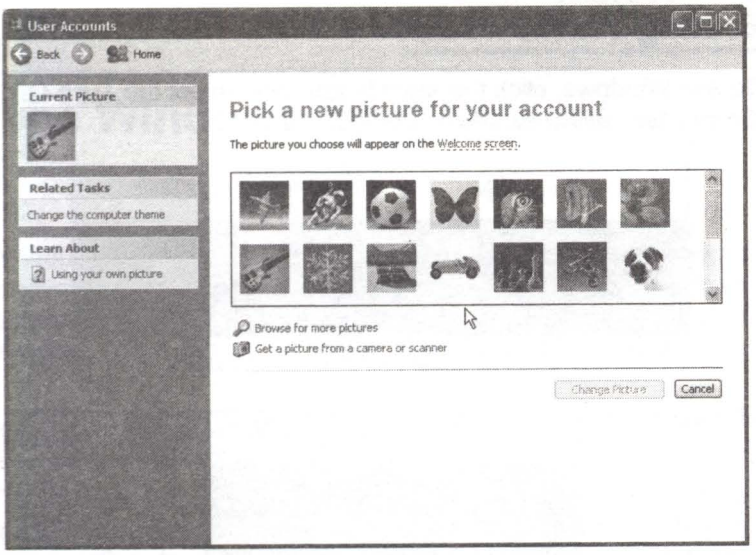


Fig. 2.14 The User Accounts Dialogue Box.

From here you can choose a different picture for the current user either from the ones supplied or from one of your own. You can also change the Computer's theme, desktop, screen savers, etc. Most of these facilities will be discussed later on.

As we mentioned earlier, new to Windows XP is the ability of the first column of its two-column menu to adapt to the way you use your computer - an adaptation of what was first introduced with Windows Me. It keeps track of what features and programs you use the most and adds them to the list on the left column. For example, if you use the **Command Prompt** by selecting it from the **Accessories** sub-menu, next time you click the ***start*** button you will see this application pinned to the bottom of the first column of the ***start*** menu. This saves time as you don't have to scroll through menu lists to find the application you want to use.

To remove an application from the first column of the ***start*** menu, right-click it and select **Remove from this List**. This removes the name of the application from the list, not the application itself from your hard disc. Try it.

Exiting Windows XP

To exit Windows, click the ***start*** button and select the **Turn Off Computer** option, as shown in Fig. 2.15.

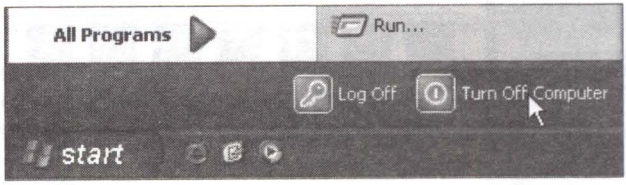


Fig. 2.15 The Lower Part of the START Menu.

This opens an additional box, shown in Fig. 2.16 below.

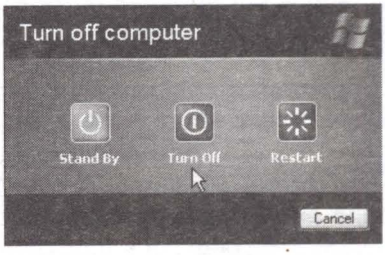


Fig. 2.16 The Turn Off Computer Box.

From here you can either put your computer in a **Stand by** mode, **Turn Off** the computer, or **Restart** it. The **Stand by** mode is used to save power by turning off your monitor and/or hard disc after a specified time interval (we will discuss this in detail later on in the book). Selecting the **Turn Off** option, exits all the open programs, carries out any file saves you require and then tells you when it is safe to switch off your computer. The **Restart** option is used if you want to clear the memory settings and restart Windows XP, or if you have a dual boot system, to start the other operating system.

Note: Unlike previous versions of Windows where this was the only way that you should end a session, with Windows XP you can just switch off your computer - the **Turn Off** the computer procedure will then be carried out automatically.

3

The Windows Environment

Windows allows the display of multiple applications or multiple documents of a single application. Each of these Windows applications or documents displays on the screen in its own window, which can be full screen size or part screen size.

Manipulating Windows

To use any Windows program effectively, you will need to be able to manipulate a series of windows, to select which one is to be active, to move them, or change their size, so that you can see all the relevant parts of each one. What follows is a short discussion on how to manipulate windows.

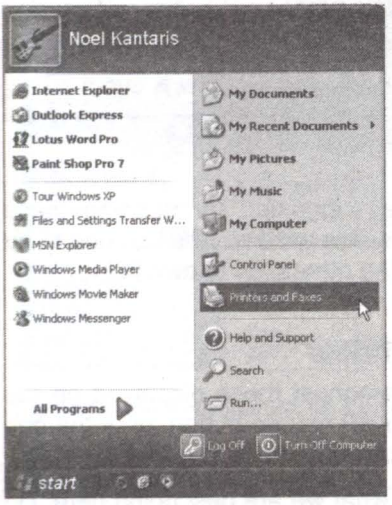


Fig. 3.1 The Start Menu.

To help with the illustration of the various points to be discussed, we will create three windows. First click the ***start*** button to display the ***start*** menu, then click the **Printers and Faxes** option. Repeat this process twice more, but click the **Control Panel** option on the second time, followed by the **My Computer** option on the third time. What you should see on your screen is shown in Fig. 3.2 on the next page. Don't worry about what these applications do; we will explain later.

All we are concerned with at the moment is to open three windows on the screen with each window containing a different application. If the contents of these windows do not look exactly like ours, i.e., containing large icons, again don't worry as it is not important. Our setting under the **View** command on each window was **Tiles**. These viewing options will be explained later.

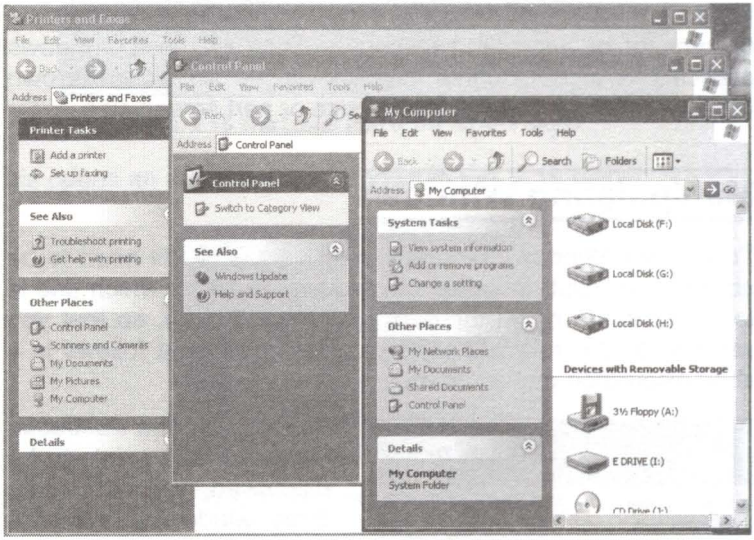


Fig. 3.2 Three Opened Application Windows on Screen.

If you followed the order we suggested for opening these application windows, then the active window (the last one to be opened) will display on top of the others, as shown in Fig. 3.2.

Changing the Active Window

To select the active window amongst those displayed on the screen, point to it and click the left mouse button, or, if the one you want to activate is not visible, click its icon on the Taskbar.

It is a good idea to practise what we are describing here. Do not be afraid if you make mistakes - the more mistakes you make the more you will learn!

Moving Windows and Dialogue Boxes

When you have multiple windows or dialogue boxes on the screen, you might want to move a particular one to a different part of the screen. This can be achieved with either the mouse or the keyboard, but not if the window occupies the full screen, for obvious reasons.

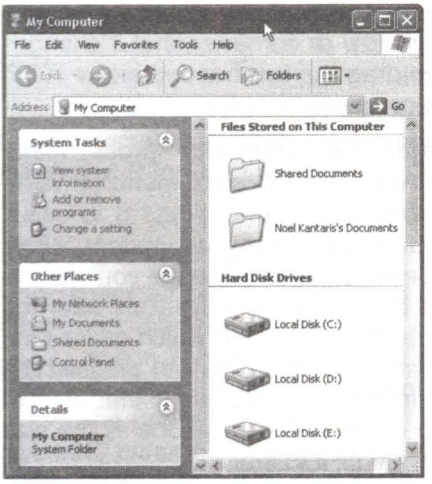


Fig. 3.3 Moving a Window with the Mouse.

To move a window, or a dialogue box, with the mouse, point to the title bar, as shown in Fig. 3.3, and drag it (press the left button and keep it pressed while moving the mouse) until the window is where you want it to be on the screen, then release the mouse button.

To move a window with the keyboard, press **Alt+Spacebar** to open the Application Control menu, shown in Fig. 3.4 (or **Alt+-** to open the Document Control menu), then press **M** to select **Move,** which causes a four-headed arrow to appear in the title bar, also shown in Fig. 3.4 (this is a composite screen dump which shows the action to be taken and its effect). Next, use the arrow keys to move the window to the required place and press **Enter** to fix it there.

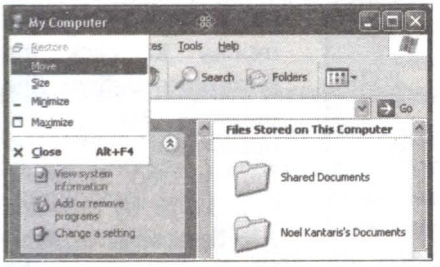


Fig. 3.4 Moving a Window with the Keyboard.

Sizing a Window

You can change the size of a window with either the mouse or the keyboard. With the mouse, move the window so that the side you want to change is visible, then move the mouse pointer to the edge of the window or corner so that it changes to a two-headed arrow, then drag the two-headed arrow in the direction you want that side or corner to move.

To size a window with the keyboard, press either **Alt+Spacebar** to open the Application Control menu (or **Alt+-** to open the Document Control menu), then press **S** to select **Size** which causes the four-headed arrow to appear. Next, press the arrow key that corresponds to the edge you want to move, or if a corner, press the two arrow keys (one after the other) corresponding to the particular corner, which causes the pointer to change to a two-headed arrow. Having pressed the appropriate arrow key in the direction you want that side or corner to move, continue to do so until the window is the size you require, then press **Enter** to fix it to that size.

Minimising and Maximising Windows

Windows can be minimised into Taskbar icons to temporarily free desktop space. This can be done either by using the mouse to click the **Minimise** button (the negative sign in the upper-right corner of the window), shown in Fig. 3.5 or by pressing **Alt+Spacebar** or **Alt+-** to reveal the **Application Control** menu or the **Document Control** menu, and selecting **n** for **Minimise**.

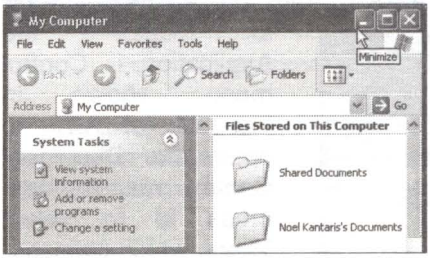


Fig. 3.5 Minimising a Window.

To maximise a window so that it fills the entire screen, either click on the **maximise** button (the rectangle in the upper-right corner of the window), or press **Alt+Spacebar** or

Alt+- to display the **Application Control** menu or the **Document Control** menu, and select **x** for **Maximise**.

An application which has been minimised or maximised can be returned to its original size and position on the screen by either clicking on its Taskbar icon to expand it to a window, or clicking on the **Restore** button in the upper-right corner of the maximised window, to reduce it to its former size. With the keyboard, press **Alt+Spacebar**, then select **R** for **Restore** from the **Control** menu.

Closing a Window

A document window can be closed at any time to save screen space and memory. To do this, either click the **Close** (X) button (on the upper-right corner of the window), or double-click on the **Control** menu button (the icon in the upper-left corner of the window title bar). With the keyboard, press **Alt+**– and select **C** for **Close** from the window **Control** menu.

If you try to close a window of an application document, such as that of a word processor, in which you have made changes since the last time you saved it, you will get a warning in the form of a dialogue box asking confirmation prior to closing it. This safeguards against loss of information.

Windows Display Arrangement

In Windows and most Windows application programs, you can display multiple windows in both tiled and cascaded (overlapping) forms - the choice being a matter of balance between personal preference and the type of work you are doing at the time. If you want to organise these automatically, right-click on an empty part of the Taskbar which opens the menu shown in Fig. 3.6.

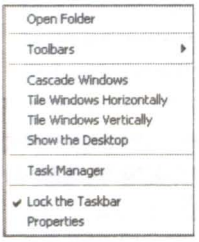


Fig. 3.6 The Taskbar Shortcut Menu.

Below we show two forms of windows display; the **Cascade Windows** option and the **Tile Windows Vertically** option.

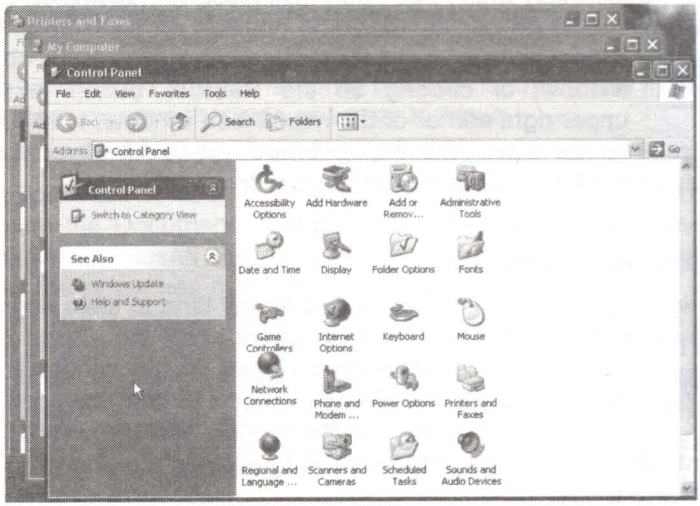


Fig. 3.7 Windows Displayed in Cascade Form.

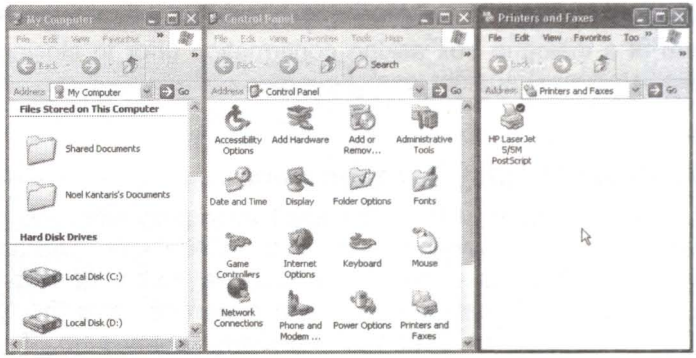


Fig. 3.8 Windows Displayed in Vertical Tile Form.

As we have discussed earlier, the size of these windows can be changed, hence you might have to alter their size to display exactly what is displayed in Fig. 3.7 and Fig. 3.8.

The Windows Control Panel

The **Control Panel** provides a quick and easy way to change the hardware and software settings of your PC. To access it, click the ***start***, **Control Panel** entry on the displayed menu to open the Control Panel window shown in Fig. 3.9 below in **Classic** view. The last 5 icons are added to the Control Panel only after you have installed Service Pack 2, as discussed in The Windows XP Background section on page viii.

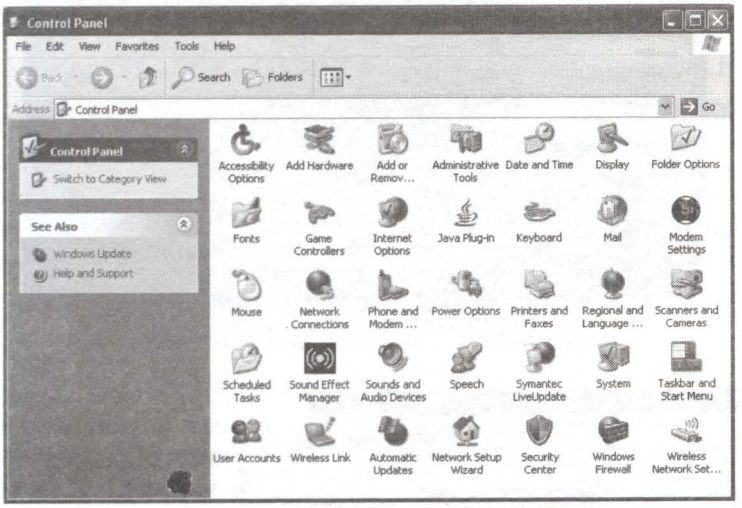


Fig. 3.9 The Control Panel Window.

Double-clicking at the Control Panel icons allows you to add new hardware, add or remove programs, change the display type and its resolution, change the printer fonts, and change the keyboard repeat rate. Further, you can change the settings of your mouse, install and configure your printer(s), specify regional settings, such as the formatting of numbers and dates, and access a variety of system administrative tools. If your system is connected to the outside world or supports multimedia, then you can also configure it appropriately.

All of these features control the environment in which the Windows application programs operate and you should become familiar with them.

New to Windows XP is the ability to group the various Control Panel options by category. Left-clicking the entry **Switch to Category View** on the left panel (pointed to) provides the display shown in Fig. 3.10 below.

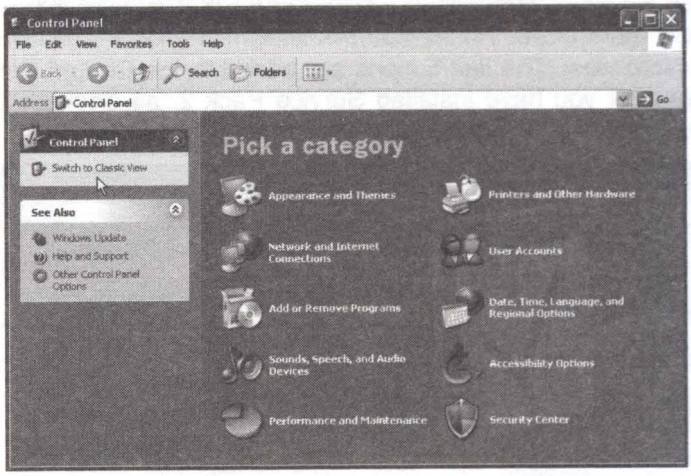


Fig. 3.10 The Control Panel Window in Category View.

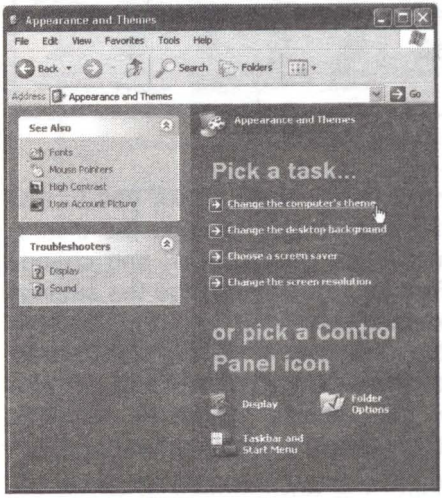


Fig. 3.11 Appearance and Themes Screen.

Which view you choose to work with is a matter of preference. We suspect that those of you new to Windows might prefer the **Category** view as it appears to be less daunting. However, each option within this view displays an additional screen in which you are asked to **Pick a task** or **Pick a Control Panel icon**, as shown in Fig. 3.11. We prefer to work with the **Classic** view.

Changing your Display

If your VDU (visual display unit or screen) is capable of higher resolution than the required 800 by 600 pixels (picture elements) by Windows XP, you might like to increase its resolution to, say, 1024 by 768 pixels, or higher. This will allow you to see a larger number of icons on a screen when a given application is activated. To do this, follow the steps below.

- Click the ***start*** button, then the **Control Panel** button.
- In the Control Panel window (**Classic** view), double-click the **Display** icon shown here.

- In the Display Properties dialogue box, click the Settings tab.

The last dialogue box is shown in Fig. 3.12 below with the settings changed appropriately. For the new settings to take effect, click the **Apply** button followed by the **OK** button.

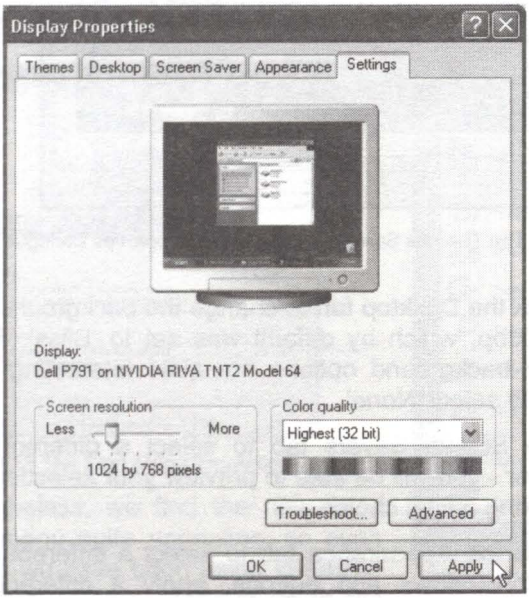


Fig. 3.12 The Settings Screen of the Display Properties Dialogue Box.

While the Display Properties dialogue box is open, you might like to explore the other available settings. For example:

- Click the Themes tab to change the looks of your active windows. Selecting the Windows **Classic** view presents you with a display more akin to that of previous versions of Windows, as shown in Fig. 3.13 below.

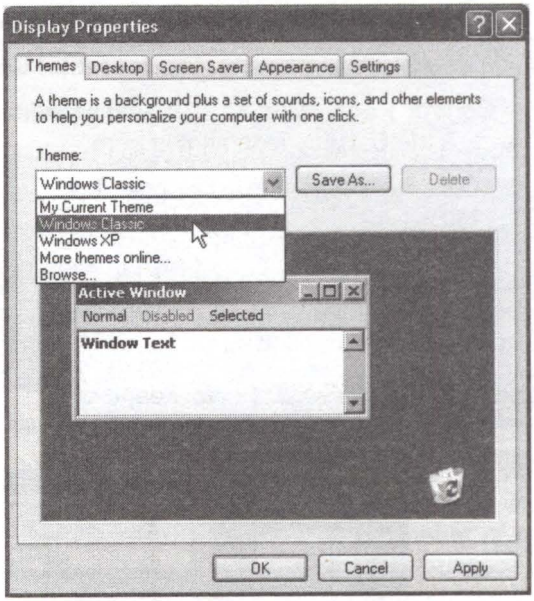


Fig. 3.13 The Themes Screen of the Display Properties Dialogue Box.

- Click the Desktop tab to change the background of your desktop, which by default was set to 'Bliss'. The first four background options are quite interesting, or you could select 'None'.
- The Screen Savers tab to select a different screen saver - you will be able to preview your selection before making a final choice.
- Click the Appearance tab to select a different look for your windows and buttons, apply a different colour scheme and select a different font size.

The Start Menu Appearance

If you have upgraded from a previous version of Windows, you might like to know that you can change the appearance of the ***start*** menu to a more familiar look. You do this through the Taskbar and Start Menu Properties dialogue box which, however, will be discussed in greater detail in Chapter 6.

To change the ***start*** menu appearance, right-click at an empty part of the Taskbar and select the **Properties** option on the displayed quick menu, as shown in Fig. 3.14.

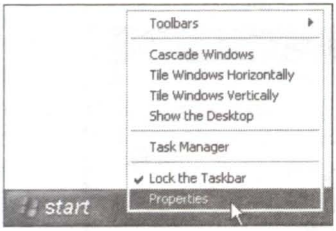


Fig. 3.14 The Taskbar Shortcut Menu.

This opens the Taskbar and Start Menu Properties dialogue box shown in Fig. 3.15 with its Start Menu tab selected. Click the **Classic Start menu** option followed by the **OK** button to see the old style ***start*** menu, as shown in Fig. 3.16 below.

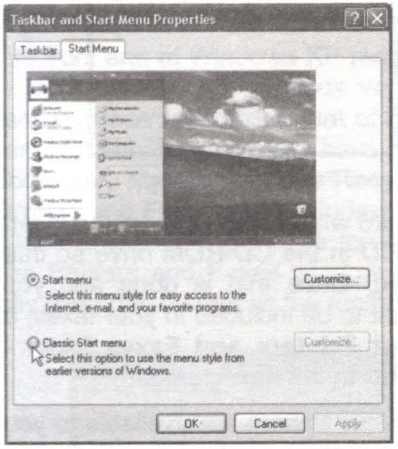


Fig. 3.15 The Start Menu Properties.

Nevertheless, we find the new style ***start*** menu quite appealing, so even though we have been using Windows for years, we will continue using the new look.

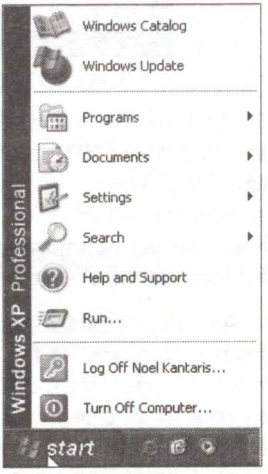


Fig. 3.16 The Old Style Start Menu.

Installing a Fax Printer

Windows XP includes its own Fax printer driver. To install it click the ***start*** button, then click the **Control Panel** button and double-click the **Printers and Faxes** icon shown here.

In the displayed dialogue box click the Install a local fax printer option in the Printer Tasks box as shown in Fig. 3.17 below.

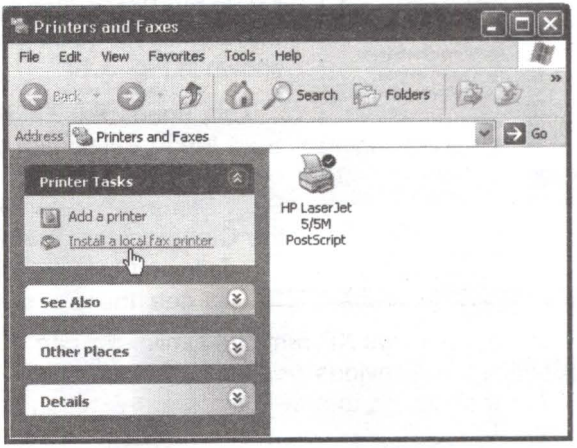


Fig. 3.17 The Printers and Faxes Dialogue box.

This starts the Install Fax Wizard which might ask you to insert the Windows XP distribution CD in the CD-ROM drive so that required files could be copied. Once that is done and you supply the information you want to be included in your faxes, a Fax printer is installed in your **Printers and Faxes** folder - folders will be discussed in detail in the next chapter.

All the printers installed on your system are available to you from within any of the word-processing applications you might have on your computer so that you can either print a document to your local printer, to a shared printer (if you are connected to a network) or the fax printer (if you are connected to a phone line). Controlling your printers will be discussed in some detail in Chapter 6, while the Fax utility will be discussed in Chapter 9.

Additional Plug and Play printers are automatically detected at installation time or during the boot-up process. You will be prompted for the necessary driver files if they are not already in the Windows folder. Such printer drivers are normally supplied with all new Plug and Play printers. For other situations click the **Add Printer** option in the Printer Tasks box for a Wizard to step you through the printer installation process.

The choice of installing an additional printer driver could be dependent on whether such a printer was connected to your system but was not of the Plug and Play variety, or the printer was available to you at, say, your office on a shared basis. This latter option would allow the preparation of documents incorporating fonts and styles not available on your local printer, to be saved with your file and printed later on a printer which supports such enhancements. This is also discussed in Chapter 6.

The Common User Interface

The front end of Windows XP remains similar (or can be made to look identical) to previous versions of Windows, with the user interface resembling that of the Internet Explorer which is bundled with it. You must have noticed by now that the My Computer, My Documents, Recycle Bin, Control Panel, and Printers and Faxes folder windows, to mention but a few, have a toolbar with browser-style forwards and backwards arrows. The Printers and Faxes window is shown in Fig. 3.18 below fully extended so that all the toolbar icons are visible.

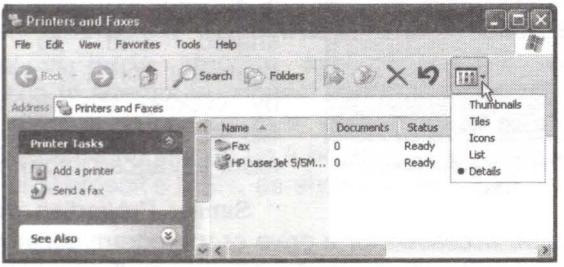


Fig. 3.18 The Toolbar of the Common Windows User Interface.

Note that to see the display exactly as it appears in Fig. 3.18, you need to click the down arrow against the Views button on the toolbar and select the **Icons** option from the drop-down menu, as shown. Try the different display options available to you and see which one you prefer. For the display in Fig. 3.19, we chose the **Details** option. Highlighting an item, in whichever display option you operate, gives you information about that item.

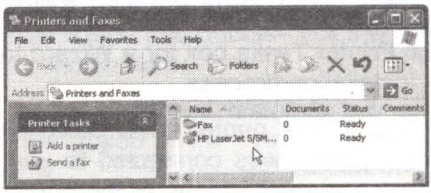


Fig. 3.19 The Details View Option.

If you have upgraded from a previous Windows version, you might find it preferable to use the **Tools, Folder Options** command and select the **Use Windows classic folders** option under **Tasks** in the General tab sheet.

Additional information can be obtained from the Properties dialogue box, shown in Fig. 3.20. First select printer, then use the **File, Properties** command.

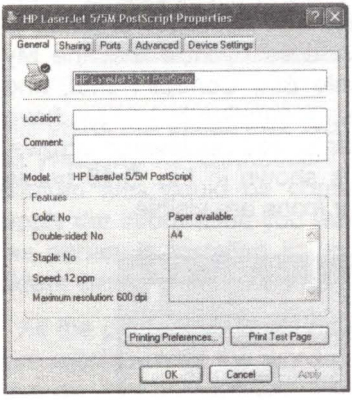


Fig. 3.20 The Properties Dialogue Box.

As you can see, the Properties dialogue box for the selected item gives you quite a bit of information relating to it. For example, the little tick against the printer name tells you that this is the default printer. You can also find out whether it can be shared and to which computer port it is connected by clicking the appropriate tab. Additional tab sheets give more advanced information.

Similar Properties dialogue boxes can be accessed for a drive or a program/document file displayed in My Computer. Do try it for yourself.

Returning to the common user interface toolbar, apart from the default buttons appearing on it, there are several others which can be added to invoke extra facilities. To do this, use the **View, Toolbars, Customize** command to display the screen shown in Fig. 3.21.

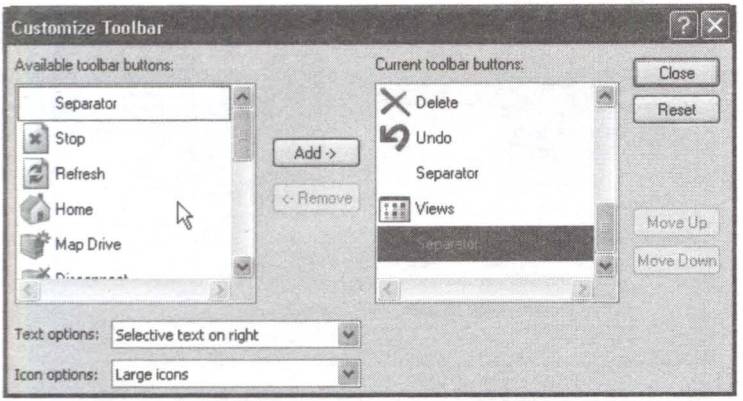


Fig. 3.21 The Customize Toolbar Dialogue Box.

To place an additional button on to the toolbar, select it in the left pane, and press the **Add** button. Its place on the toolbar depends on the position of the focus in the right pane. Try adding the **Home** button to the toolbar at a position to the left of the **Search** button.

One interesting aspect of this common user interface is, that no matter which application you used to add the extra button to its toolbar, the same button will appear on the toolbar of all other program applications that use the same common user interface. Furthermore, if this was the **Home** button, clicking it on any of these program applications, will cause the application to attempt to connect you to the Internet, provided your system is geared up to it, and will jump to a Web site without you having to load up a browser. The default Web site is that of Microsoft's MSN, as shown in Fig. 3.22 on the next page.

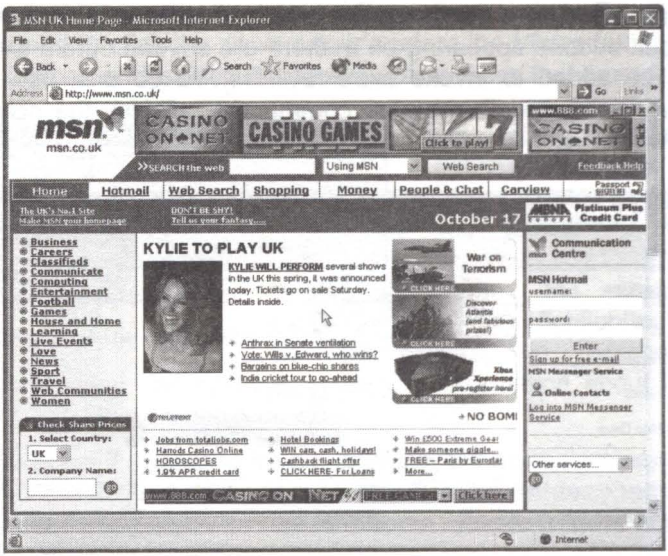


Fig. 3.22 The Default Home Web Site.

If you are connected to the Internet, it is worth examining this facility. If not, you can always use this facility off-line and give it an address pointing to your own Home page on your hard disc, as shown below. How to design this, is another story!

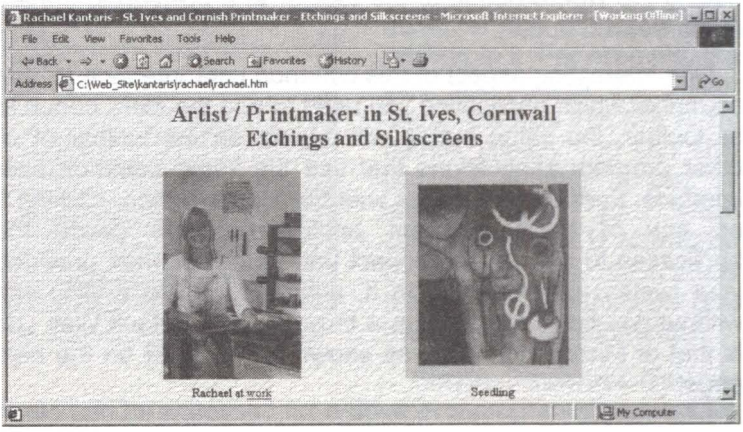

Rachael Kantaris - St. Ives and Cornish Printmaker - Etchings and Silkscreens - Microsoft Internet Explorer [Working Offline]
Address C:\Web_Site\kantaris\rachael\rachael.htm
Artist / Printmaker in St. Ives, Cornwall
Etchings and Silkscreens
Rachael at work
Seedling
My Computer

Fig. 3.23 Your Own Home Page.

Using the Help System

To obtain help in Windows XP, click the ***start*** button, then click the **Help and Support** menu option which opens the main Help window, shown in Fig. 3.24 below.

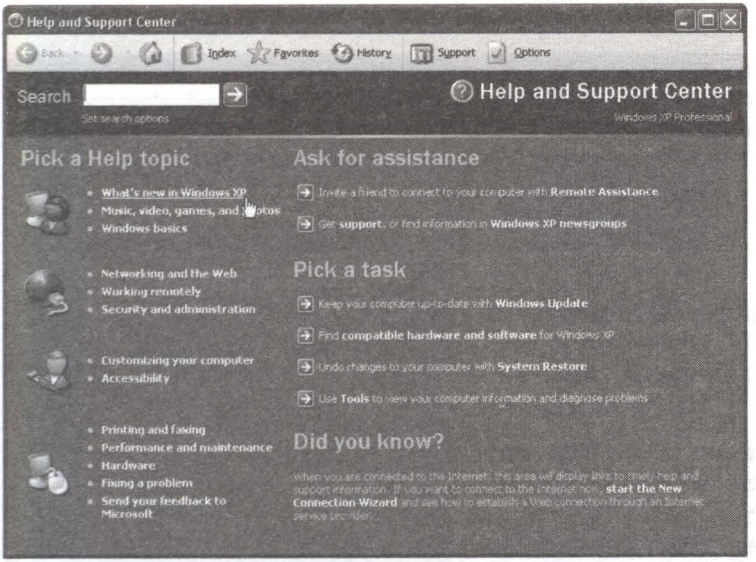

Help and Support Center
Back
Index
Favorites
History
Support
Options
Search
Set search options
Help and Support Center
Windows XP Professional
Pick a Help topic
What's new in Windows XP
Music, video, games, and photos
Windows basics
Networking and the Web
Working remotely
Security and administration
Customizing your computer
Accessibility
Printing and faxing
Performance and maintenance
Hardware
Fixing a problem
Send your feedback to Microsoft
Ask for assistance
Invite a friend to connect to your computer with Remote Assistance
Get support, or find information in Windows XP newsgroups
Pick a task
Keep your computer up-to-date with Windows Update
Find compatible hardware and software for Windows XP
Undo changes to your computer with System Restore
Use Tools to view your computer information and diagnose problems
Did you know?
When you are connected to the Internet, this area will display links to timely help and support information. If you want to connect to the Internet now, start the New Connection Wizard and see how to establish a Web connection through an Internet service provider.

Fig. 3.24 The Windows XP Help and Support Centre.

The **Pick a Help topic** option gives you off-line help on various listed topics, while the **Ask for assistance** topics require connection to the Internet, as do the first two options under **Pick a task**. It might be worth your while spending some time here investigating the various options available to you. If you are new to Windows, you might like to have a look at the 'What's new in Windows XP' option.

With all options you get a **Search** facility, and with all but the 'start a New Connection Wizard' under the **Did you know?** option you are presented with an extraordinary number of hypertext links to various topics. Clicking such a hypertext link, can open up a further list of hypertext links until you home onto the specific subject you are searching for.

The **Search** facility gives you access to a very powerful individual word search of the **Help** system, as shown in Fig. 3.25 below. For example, if you wanted to know something about e-mail, type the word *e-mail* in the Search box and click the button to have Windows display everything there is to know about e-mail.

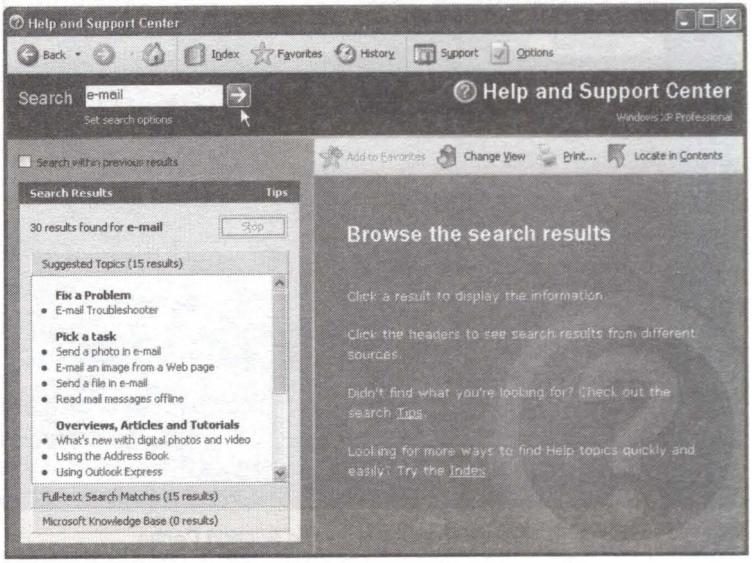


Fig. 3.25 Using the Help Search Facility.

The last item under each Search screen's **Browse the search results** statement is always the **Index** link. Clicking this link, opens up a Help index facility and typing the first few letters of a word in its input box homes onto the available topics in the list. Selecting one and clicking the **Display** button opens its help page on that item. Try it.

4

Discs, Folders and Files

Windows XP, being an operating system, controls the use of your system's disc drives and allows for the manipulation of the data stored on them. To do this, you have the choice between two utilities; Windows Explorer, or My Computer.

Windows Explorer

To use **Windows Explorer** you might need to be logged on as an administrator in order to perform certain tasks. To open the program, click ***start***, **All Programs**, **Accessories**, then click the **Windows Explorer** icon.

Windows Explorer displays the hierarchical structure of discs, folders (the old directories) and files on your computer, as shown in Fig. 4.1. It also shows any network drives that might have been mapped to drive letters on your computer. In Windows Explorer almost everything is done graphically, by clicking and dragging icons between windows, folders and the desktop itself.

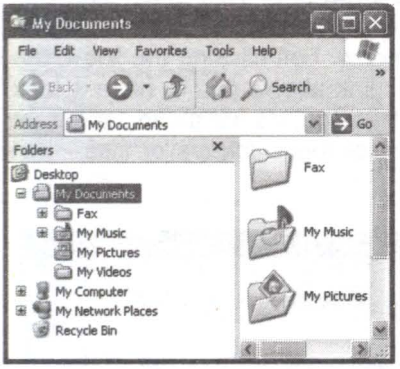


Fig. 4.1 Using Windows Explorer to Look at My Documents Folders.

Apart from being able to use Windows Explorer as the administrator and manipulate other users' folders, everything else can be done in a similar manner using My Computer which now is capable of delivering more facilities than before.

My Computer

In Windows XP you can work with files using My Computer in two different ways; in the hierarchical structure form that Windows Explorer uses, or by using commands in the Tasks pane. Both these methods will be discussed, starting with the hierarchical structure, while the other will be discussed later.

As we have seen, earlier in the book, left-clicking the **My Computer** icon on the ***start*** menu, gives you immediate visual access to all the disc drives in your computer, as well as the **My Documents** folder. The My Computer window opens with the last settings you selected, a Web browser type toolbar, and each time you double-click an icon its contents are shown in the same window.

To make the program function in a similar visual manner to Windows Explorer, click the **Folders** icon on its toolbar. To see all the folders held on your computer's drive, click the appropriate disc icon that holds Windows XP (in our case this is Local Disc E:, yours could be different).

Note: If you select to open the WINDOWS folder that holds Windows XP system files, the message 'This folder contains files that keep your system working properly ...' appears in the right pane of the displayed window. Left-clicking the **View the entire contents of this folder** link allows you to have a look (Fig. 4.2). But, as the warning tells you, do not move, delete, or in any way change the content of these folders or files - just look.

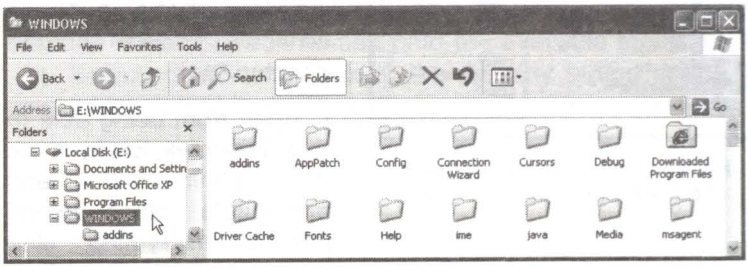


Fig. 4.2 The Contents of the WINDOWS Folder.

Note the **Back** icon on the toolbar has been activated. Pressing this icon returns you to the previous display and in doing so, activates the **Forward** icon on the toolbar. This simulates the way a Web browser works.

Folders are graphical devices, as shown here, similar to directories in that they can contain files, other folders and also icons. To examine this, locate the **Program Files** folder on your drive (ours is found immediately above the **WINDOWS** folder) and click it to display the following:

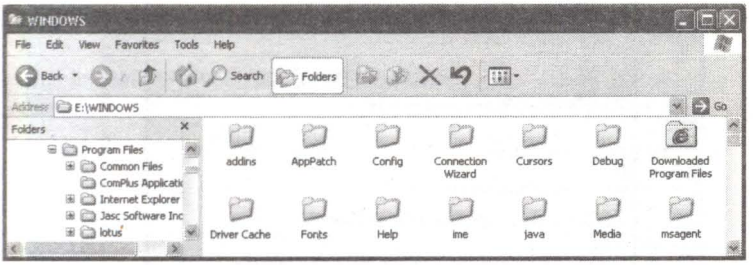


Fig. 4.3 The Contents of the Program Files Folder.

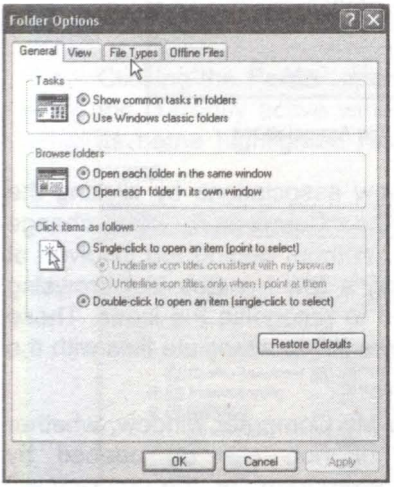

Folder Options
General View File Types Offline Files
Tasks
Show common tasks in folders
Use Windows classic folders
Browse folders
Open each folder in the same window
Open each folder in its own window
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser
Underline icon titles only when I point at them
Double-click to open an item (single-click to select)
Restore Defaults
OK
Cancel
Apply

Fig. 4.4 The Folder Options Dialogue Box.

Icon settings are easy to change, not only from the **Views** button on the toolbar, but also from the **View** menu. However, to control general settings, view options and edit the files you view, use the **Tools**, **Folder Options** menu command, which opens the Folder Options dialogue box shown in Fig. 4.4.

To see what program associations are valid on your system, click the File Types tab. This opens the dialogue box shown in Fig. 4.5.

If you work your way down the list of **Registered file types** you can see the association details in the lower half of the box. Our example shows that a file with the **.AU** extension is a sound file.

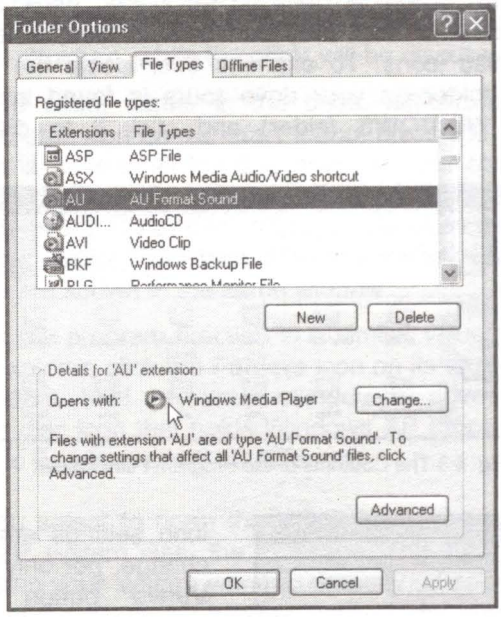


Fig. 4.5 Program File Associations.

From this box you can add new associations by clicking the **New** button, delete them with the **Delete** button and change them with the **Change** button. Without getting too involved at this stage, it is worth spending a few minutes just browsing through the list. It will help you to recognise the icons. These extensions are used by Windows XP to associate files with the application that created them.

Any file displayed within the My Computer window, whether with its extension showing or not, can be opened by double-clicking its icon. If it is a program file, the program will run. If it is a document, it will be opened in a running version of its application program.

Creating a New Folder

Before you start manipulating any files, create a new folder to hold copies of some existing files. It should then be safe to 'play around' with them.

To create a new folder:

- Open in succession by double-clicking, the **Program Files** folder, then the **Messenger**. Next, left-click the **File** menu command and hold the mouse pointer over **New**, which opens the cascade menu shown in Fig. 4.6.

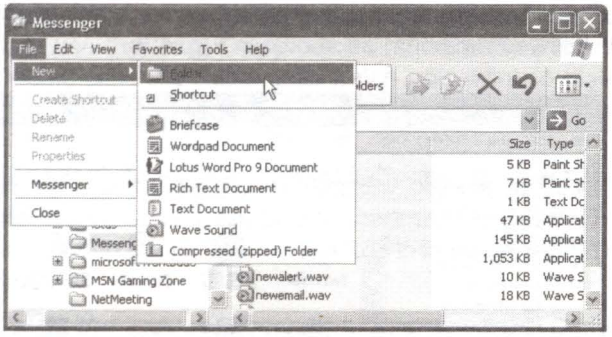


Fig. 4.6 Creating a New Folder.

- Clicking the **Folder** option places a **New Folder** inside the currently active window, as shown in Fig. 4.7, with its name highlighted ready for you to type a different name.

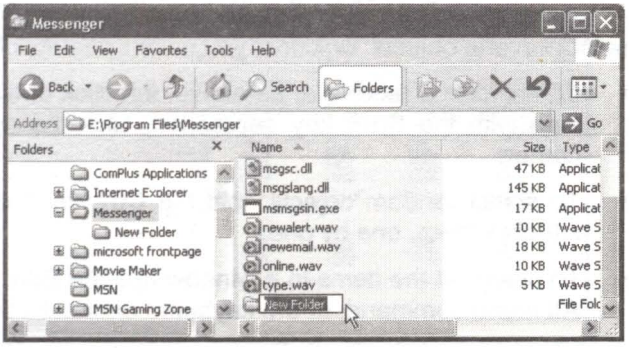


Fig. 4.7 A New Folder Added Inside the Active Window.

- Next, type **Test Folder** into the name slot and click at an empty area of the window. It's as easy as that to create and name a folder. At any time in the future you can rename it by clicking its existing name and typing in the new one. This works for files too.

Selecting Folders and Files

What we demonstrate below with files could also be done with folders, or a mixture of folders and files within any folder. Before selecting such items you would like to copy, arrange the new **Test Folder** next to the other icons in the **Messenger** folder (viewed as icons) as shown in Fig. 4.8.

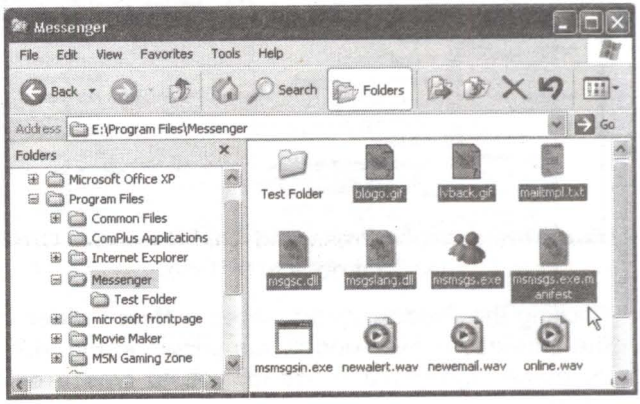


Fig. 4.8 Selecting Items in a Folder.

To select several objects, or icons, you have three options:

- If they form a rectangle, as above, left-click one corner, then with the **Shift** key depressed, click the opposite corner.
- To select random objects hold the **Ctrl** key down and left-click them, one by one.
- To select all the items in a window use the **Edit**, **Select All** menu command, or the keyboard shortcut **Ctrl+A**.

To cancel a selection, click in an empty area of the window.

Copying Folders and Files

There are several ways to copy selected items from one window into a target folder.

- ***Using the menu bar icon:*** If the destination folder is on a different drive or in a folder which is not displayed in the current window, then select the object you want to copy and left-click the **Copy To** menu bar icon pointed to below. This opens the Browse For Folder dialogue box for you to locate the required destination.
- ***Using the menu:*** Select the objects you want to copy, then use the **Edit**, **Copy** command from the menu bar. Double-click the folder into which you want to insert a copy of the selected objects, and use the **Edit**, **Paste** command.
- ***Using the keyboard:*** Select the objects to copy and press the **Ctrl+C** keyboard shortcut. Double-click the destination folder and press **Ctrl+V** to paste the objects there.
- ***Using the mouse:*** Press and hold down the **Ctrl** key, then drag the selected objects to the destination folder.

Use one of the above methods to copy the files selected in Fig. 4.8 into the **Test Folder**. Then double-clicking the **Test Folder** should reveal its contents, as shown in Fig. 4.9.

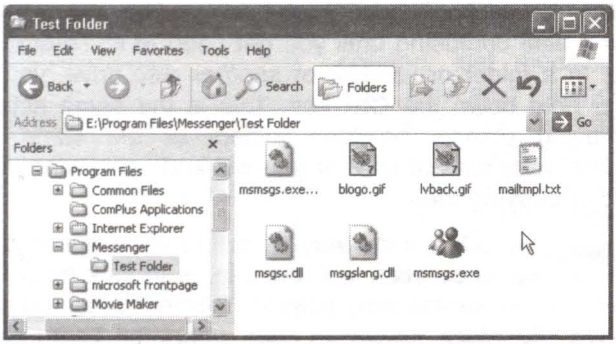


Fig 4.9 The Contents of the Test Folder.

Moving Folders and Files

When you **copy** a folder or file to somewhere else, the original version of the folder or file is not altered or removed, but when you **move** a folder or file to a new location, the original is actually deleted. As with the copy operation there are several ways to move selected folders or files.

- ***Using the menu bar icon:*** If the destination folder is on a different drive or in a folder which is not displayed in the current window, then select the object you want to move and left-click the **Move To** menu bar icon (the one to the left of the **Copy To** icon pointed to in Fig. 4.9). This opens the Browse For Folder dialogue box for you to locate the required destination.
- ***Using the menu:*** Choose the **Edit**, **Cut** command from the source window, then use the **Edit**, **Paste** command from the destination window menu bar.
- ***Using the keyboard:*** Select the items to move and press the **Ctrl+X** keyboard shortcut. Then select the destination window and press **Ctrl+V** to paste them there.
- ***Using the mouse:*** Drag the selected items to the destination folder. This will move files between windows, or folders, **of the same drive** (see note below).

Note: It is possible to use the drag and drop technique to copy or move objects between different drives. However, dragging can be a little confusing until you get used to it. To drag-copy objects to a folder or window of *another disc drive*, you don't have to hold down the **Ctrl** key. This is the same action as drag-moving objects between folders of the *same* drive. Therefore, take special care or you will end up moving objects instead of copying them.

One easy way of telling what action a drag operation will result in, is to look for a + sign on the drag pointer. This indicates that a copy action will take place, as shown here, where the **Test Folder** is about to be copied to the D: drive.

Perhaps a safer way of copying or moving objects with the mouse is to drag them with the right mouse button depressed to the desired destination. Releasing the mouse button produces a menu which gives you a choice between **Copy Here** and **Move Here**. Clicking one of these, completes the required task.

Renaming Folders and Files

Before you rename folders or files, copy a folder into your **Test Folder**. Anything done to it in the **Test Folder** should not have any effect on the rest of your system.

To rename a folder or file, first click on it to select it, then click the existing name below the icon. This will place a rectangle around the name and put you into edit mode. Type a new name and click somewhere else, or press **Enter**, to finish the task. Try renaming the **Test Folder** to **Practice Folder**.

File Properties

If you want to know more about a particular file, first select it, then either use the **File, Properties** menu command, or right-click the filename and select **Properties** from the drop-down menu to open the Properties dialogue box. Here, the full properties of the file are listed, including its name, type, location, size, the date when it was created, last modified, etc. You can also change the file's attributes, by making it, say, **Read-only**, to prevent accidental changes to its contents. The Properties dialogue box of some types of files has an extra tab which allows you to preview, or even play, their contents.

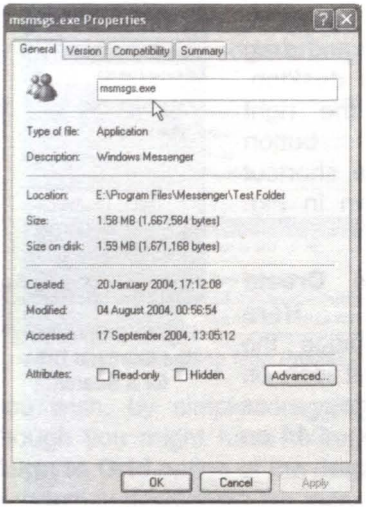


Fig. 4.10 The Properties Dialogue Box.

Creating Shortcuts

With Windows XP, just as with previous versions of Windows, you can put a shortcut to any program, document, or printer on your desktop or in any folder. Shortcuts are quick ways to get to the items you use often; they save you having to dig deep into your system files to access them.

One program we seem to use a lot to process our system text files is the Notepad (we will discuss its use later), so we will step through the process of placing a shortcut to it onto the desktop.

You must first find the actual program. An easy way is to use the ***start*, Search** command which opens the Search Dialogue box, the left panel of which is shown in Fig. 4.11. Next, click the **All Folders and Files** link and specify the drive you want to search and the item you are searching for (the E: drive in our case, or whichever drive Windows is installed on your PC), as shown in Fig. 4.12. Soon enough the **Notepad.exe** file is found in the Windows XP folder. Select it, right-click it and drag it onto the desktop. Releasing the right mouse button displays the shortcut menu shown in Fig. 4.13 below.

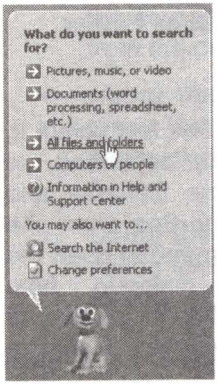

What do you want to search for?
Pictures, music, or video
Documents (word processing, spreadsheet, etc.)
All files and folders
Computers or people
Information in Help and Support Center
You may also want to...
Search the Internet
Change preferences

Fig. 4.11 Specifying Type of Search.

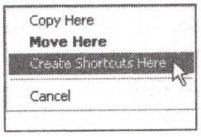


Fig. 4.13 The Placement Shortcut Menu.

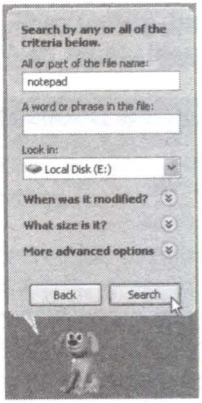


Fig. 4.12 Specifying the Item and Drive for a Search.

Click the **Create Shortcuts Here** option to place the new shortcut icon on the desktop, as shown in Fig. 4.14 on the next page.

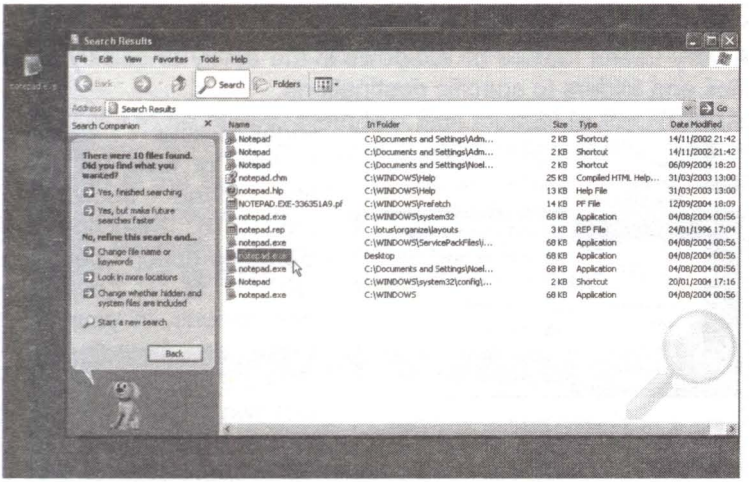

Search Results
File Edit View Favorites Tools Help
Search Folders
Address Search Results
Search Companion
There were 10 files found. Did you find what you wanted?
Yes, finished searching
Yes, but make future searches faster
No, refine this search and...
Change file name or keywords
Look in more locations
Change whether hidden and system files are included
Start a new search
Back
Name In Folder Size Type Date Modified
Notepad C:\Documents and Settings\Adm... 2 KB Shortcut 14/11/2002 21:42
Notepad C:\Documents and Settings\Adm... 2 KB Shortcut 14/11/2002 21:42
Notepad C:\Documents and Settings\Noel... 2 KB Shortcut 06/09/2004 18:20
notepad.chm C:\WINDOWS\Help 25 KB Compiled HTML Help... 31/03/2003 13:00
notepad.hlp C:\WINDOWS\Help 13 KB Help File 31/03/2003 13:00
NOTEPAD.EXE-336351A9.pf C:\WINDOWS\Prefetch 14 KB PF File 12/09/2004 18:09
notepad.exe C:\WINDOWS\system32 68 KB Application 04/08/2004 00:56
notepad.rep C:\lotus\organizer\layouts 3 KB REP File 24/01/1996 17:04
notepad.exe C:\WINDOWS\ServicePackFiles\i... 68 KB Application 04/08/2004 00:56
Notepad Desktop 68 KB Application 04/08/2004 00:56
notepad.exe C:\Documents and Settings\Noel... 68 KB Application 04/08/2004 00:56
Notepad C:\WINDOWS\system32\config\... 2 KB Shortcut 20/01/2004 17:16
notepad.exe C:\WINDOWS 68 KB Application 04/08/2004 00:56

Fig. 4.14 Placing Notepad on the Desktop.

Note that the icon has a right pointer arrow on it. This is how you can tell that an icon is a shortcut, not the actual file. If you find the icon name a little lengthy, you can rename it, using the same procedure as described earlier for renaming files.

If your desktop does not let you place the icons where you want them, you need to change its settings. Right-click on the desktop, click the **Arrange Icons By** option on the shortcut menu and click **Auto Arrange** to remove the tick mark alongside it (Fig. 4.15).

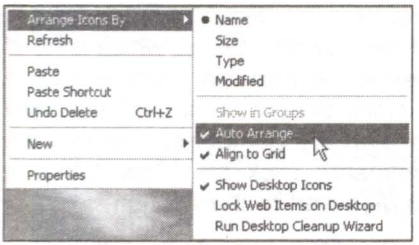


Fig. 4.15 Controlling Icon Position.

You should now be able to arrange your desktop icons in any way you wish, by simply dragging them around the desktop - though you might have to remove the tick mark against the **Align to Grid** option of the desktop shortcut menu for complete freedom in positioning the icons.

Sending Folders and Files

A very useful feature of Windows is the ability to quickly send files and folders to specific destinations.

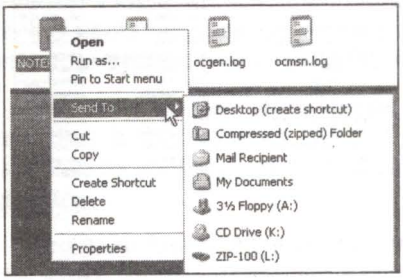


Fig. 4.16 Sending Folders and Files.

Right-clicking selected folders, or files, will open the menu shown in Fig. 4.16. Selecting the **Send To** option opens the list of available destinations. In your case these are bound to be different, for example, the last two options might not be available to you.

Selecting the **3½ Floppy (A)** option will copy any selected folders and files to a removable disc in the (A:) drive, as shown by the very decorative animated window that appears while the process is being carried out.

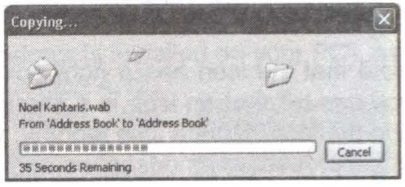


Fig. 4.17 Copying Folders and Files.

It is easy to add more locations to the **Send To** menu, as it is controlled by the contents of the **SendTo** folder, which is itself in the Windows folder. However, the **SendTo** folder is hidden by default, so if you use the ***start*, Search** command, you may not find it. To make it visible, start My Computer, then use the **Tools, Folder Options** command, click the View tab and finally click the **Show hidden files and folders** option.

To add a destination to the **Send To** menu do the following:

- Click the **Documents and Settings** folder on the drive where Windows XP is installed.
- Double-click the folder of a specific user.
- Double-click the **SendTo** folder.

- Use the **File, New, Shortcut** command.
- Follow the instructions on your screen.

It is useful to be able to send text files straight to the **Notepad** so that you can see, and maybe edit, their contents. To add **Notepad** to the **Send To** menu, you don't have to go through the above procedure because you already have a shortcut to it on your desktop. Instead, copy this shortcut icon from your desktop to the **SendTo** window, as shown in Fig. 4.18.

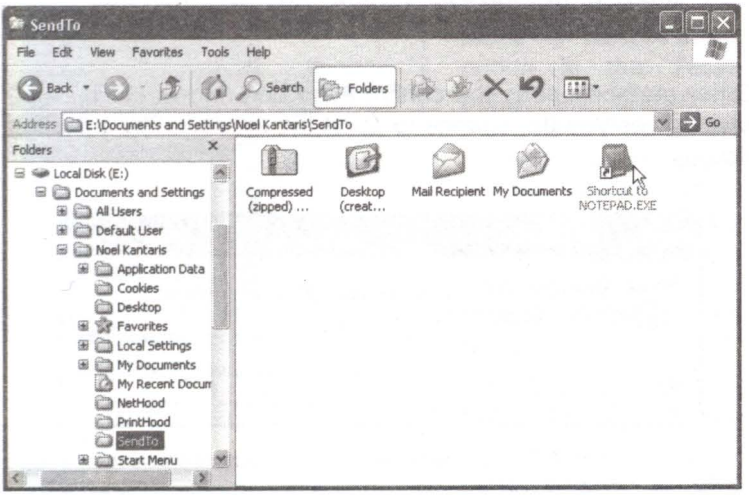


Fig. 4.18 Adding a Shortcut to the SendTo Folder.

When you next open the **Send To** menu it should have the extra item as shown here in Fig. 4.19. As you can see, we have renamed the shortcut to simply 'Notepad'. We did this by using My Computer, opening the **SendTo** folder right-clicking the file and selecting the **Rename** command from the shortcut menu.

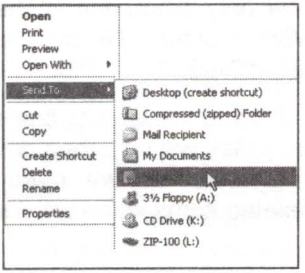


Fig. 4.19 The Modified Send To Menu.

Deleting Folders and Files

The operations described here must only be carried out on the folders or files held in the **Test Folder** (or **Practice Folder** if you have renamed it), unless you really want to delete specific items. To experiment, copy all the files in the **Messenger** folder into the **Test Folder** first (see page 55).

- To delete or remove files, first highlight them, and then either press the **Del** key on the keyboard, or press the **Delete** button on the toolbar, shown here, or use the **File**, **Delete** command from the window menu bar.

Either method opens the confirmation box shown in Fig. 4.20 which gives you the chance to abort the operation by selecting **No**.

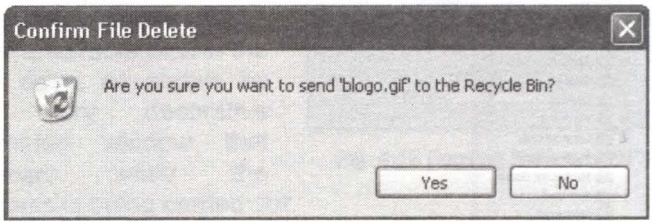


Fig. 4.20 The Delete File Warning Dialogue Box.

To delete folders, follow the same procedure as for files. A similar dialogue box to the one in Fig 4.20 will be displayed. The only difference is that the word 'File' is replaced by the word 'Folder'. To carry on with the deletion in either case, select **Yes**.

Now is the time to first delete two files from our **Test Folder** (any files will do), then delete the folder itself. Do carry out this suggestion as we need to demonstrate what happens to deleted items when we discuss the Recycle Bin.

Handling Folders from the Tasks Pane

Up to now in this chapter we have used only one of the two ways of manipulating folders and files; the treelike structure in My Computer. Windows XP has a second method of dealing with these topics by using the Tasks panel. To see this facility, use the ***start***, **My Documents** command to display the screen shown in Fig. 4.21.

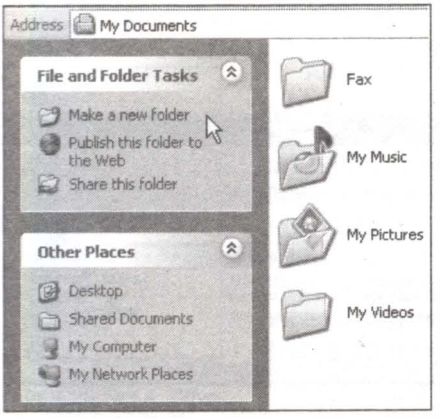


Fig. 4.21 The My Documents Folder.

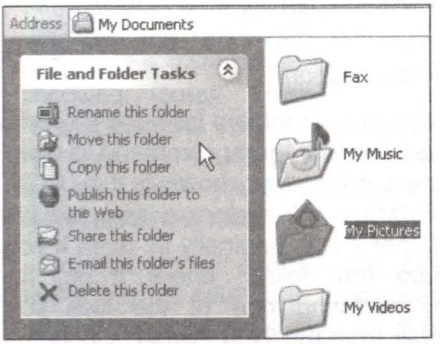


Fig. 4.22 The My Documents Folder.

Note that when no folder is selected, Windows displays the **Make a New Folder** option in the Tasks panel, as shown in Fig. 4.21. The same options are displayed in the Tasks panel when you are using My Computer to examine a specific disc drive, or a specific folder in that drive.

If you now click a folder to select it, the contents of the Tasks panel change to give you access to the other files and folder commands, as shown in Fig. 4.22. We suggest you create a new folder in the **My Documents** folder, then copy a few files from your **Pictures** folder into it so that you can get some practice. Which method you choose when manipulating your folders and files is a matter of personal preference. Try them both.

The Recycle Bin

As you can see from the message boxes on the previous page, by default all files or folders deleted from a hard disc, are actually placed in a holding folder named the Recycle Bin.

If you open the Recycle Bin, by double-clicking its Desktop icon, shown here, you will see that it is just a special folder. It lists all the files, folders, icons and shortcuts that have been deleted from fixed drives since it was last emptied, as shown in Fig. 4.23.

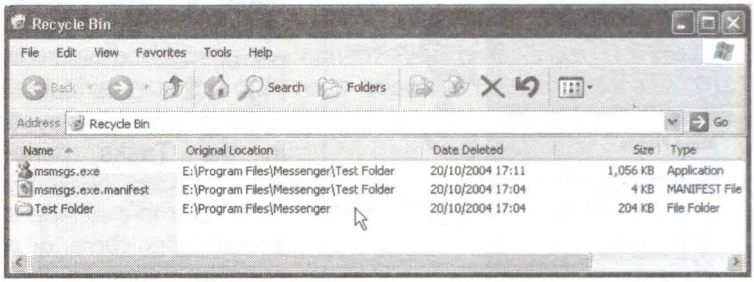


Fig. 4.23 The Recycle Bin Folder Showing Deleted Files and Folder.

Note that Windows keeps a record of the original locations of the deleted files, so that it can restore them if necessary. To see the display as it appears in Fig. 4.21, use the **View** command and select the **Details** option.

To restore or delete specific files or folders from the Recycle Bin, first select them then use the **File** menu command to open the drop-down sub-menu shown in Fig. 4.24. Choosing **Restore** will restore a selected file within the folder it was originally in, even if you have deleted that folder; check it out for yourself by restoring one of the files you deleted earlier from the **Test Folder**. Choosing **Delete**, removes the selected items from the Recycle Bin. To save disc space, every now and then, open the Recycle Bin and delete unwanted files or folders.

Fig. 4.24 The File Sub-menu.

Formatting Discs

We assume, here, that your hard disc has already been formatted according to your manufacturer's instructions when setting up your system. New floppy discs, if not already pre-formatted, must be formatted before they can be used by your computer's operating system. A floppy disc that has been formatted in one type of computer, can only be used in another computer if they are compatible and use the same operating system.

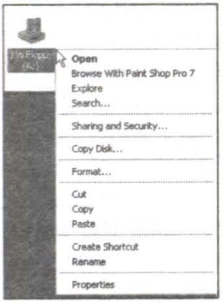


Fig. 4.25 The A: Drive Shortcut Menu.

To format a floppy disc, put it into the correct disc drive, open My Computer and right-click on the icon for the drive. In our case, this would be the (A:) drive, as shown in Fig. 4.25. From the displayed drop-down menu, select the **Format** option, which opens the dialogue box shown in Fig. 4.26. It only remains now to choose options in this box and press the **Start** button to carry out the formatting.

If you want to name your disc, so that the system will recognise it by that name (in the My Computer windows, for example), enter the name in the **Volume label** text box. Choosing **Quick Format** in the **Format options** section, deletes the File Allocation Table of a previously formatted disc - you cannot use this option on a new disc.

Formatting will destroy any files on the disc, so take care. If you have not created a start-up disc for your system already, you can do so now from this dialogue box.

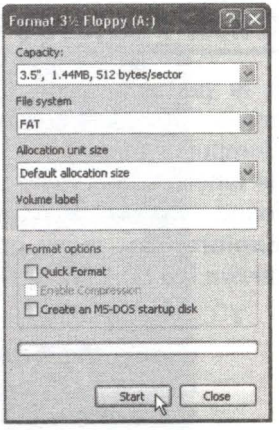


Fig. 4.26 The Format Dialogue Box.

Copying Discs

Copying whole floppy discs is quite straightforward with Windows XP. It is best carried out from the menu opened when you right-click the disc drive icon from within My Computer. Put the disc to copy into the drive and select **Copy Disk** from the menu.

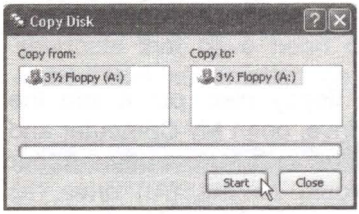


Fig. 4.27 The Copy Disk Dialogue Box.

A box, similar to that shown in Fig. 4.27, will open with your floppy disc drives listed. In our case, only one drive type shows on each side. If you have more, select the drive to **Copy from** and that to **Copy to**, but the discs must be of the same type. You can't carry out this operation between different capacity discs. When ready, click the ***start*** button. You will be told when to insert the destination disc, but be warned, any files already on this disc will be lost.

Other Features in My Computer

It is perhaps worth looking at some other features in My Computer which greatly enhance its functionality. These are to be found mainly in the **View, Explorer Bar** menu options, as shown in Fig. 4.28, and include:

- ***Search*** - click this to display the **Search** facility in the left pane of My Computer window which is identical in functionality to the ***start*, Search** command.

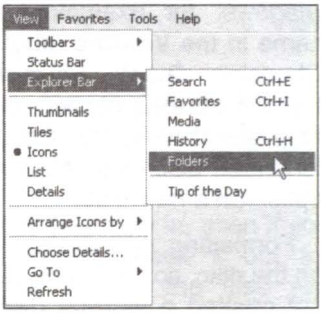


Fig. 4.28 The Explorer Bar Options.

- ***Favorites*** - click this to display a list of favourite links in the left pane of My Computer window. It allows you to add and organise useful URL addresses, or access various pre-set media addresses on the Internet.

- ***Media*** - click this to be connected to the Internet (provided you have this facility) and display the Web site **WindowsMedia.com** in the left pane of My Computer, as shown in Fig. 4.29. In this window click the **Media Options** down arrow at the bottom of the screen to select which media you want to connect to. For example, selecting **Radio Guide** displays a full screen in the right pane of My Computer window, as shown in Fig. 4.30. If you are not connected to the Internet, you can work off-line with files in **My Music** or **My Videos** folder. More about this when we discuss the Media Player later on.

Fig. 4.29 The Media Window.

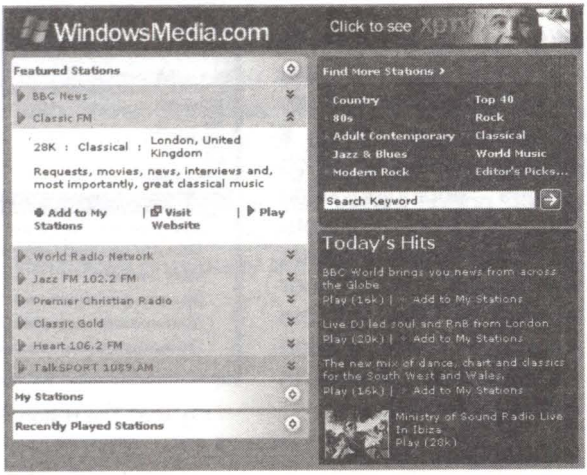


Fig. 4.30 The WindowsMedia.com Web Site.

- Selecting one of the radio stations, connects you to it and opens up a separate Internet Explorer window to display a visual accompaniment to the music. For example, selecting Classic FM displays the screen shown in Fig. 4.31.

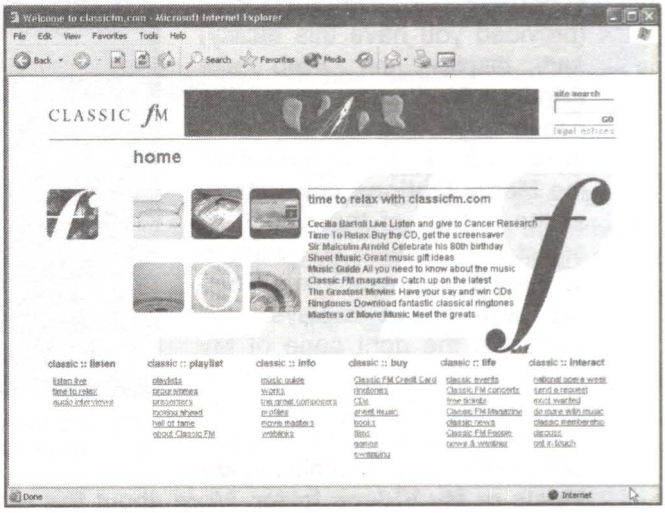


Fig. 4.31 An Internet Explorer Screen of Classic FM.

- ***History*** - Click this to display the **History** facility in the left pane of My Computer window. It allows you to see which 'pages' (including files and folders on your system, other computers connected to your system or sites on the Internet) were visited recently, as shown in Fig. 4.32.

Fig. 4.32 The History Pane.

- ***Folders*** - Click this to display a hierarchical 'system tree' on the left panel of My Computer window showing all the resources of your computer, as well as those of a network you might be connected to. In your case, the display in Fig. 4.33 will obviously have different contents from ours, as your system is bound to be structured differently.

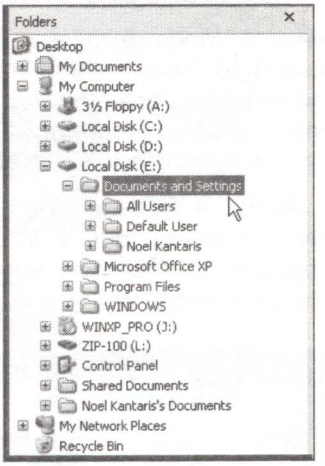


Fig. 4.33 The System Tree.

The system tree lists Objects which are marked with a plus sign (+), and contain sub-folders. Clicking a (+) sign, opens it up to reveal the sub-folders beneath. When sub-folders are displayed, the (+) sign changes to a minus sign (–), indicating that the parent folder can be collapsed. This is shown in the example above, where the **Documents and Settings** folder in the E: drive is expanded.

The right-hand, or contents, pane is automatically displayed when you select a folder from the tree. As with most Windows XP system windows, you can change the format of the information shown in the contents pane by using the **View** commands from the menu bar, or clicking the **Views** button on the toolbar. All the powerful right-click and properties features described previously are supported in My Computer.

Using the Picture and Fax Viewer

New to Windows XP is the **Picture and Fax Viewer**. You can use it to view, rotate, and perform basic tasks with image documents, including fax documents, without opening an image editing program. Images can be viewed as thumbnails or in a filmstrip and fax documents can be annotated.

In Fig. 4.34 below, we demonstrate some of these features by displaying our **Pictures** folder in My Computer as thumbnails. The other available viewing facilities are seen in the **View** menu which is also open.

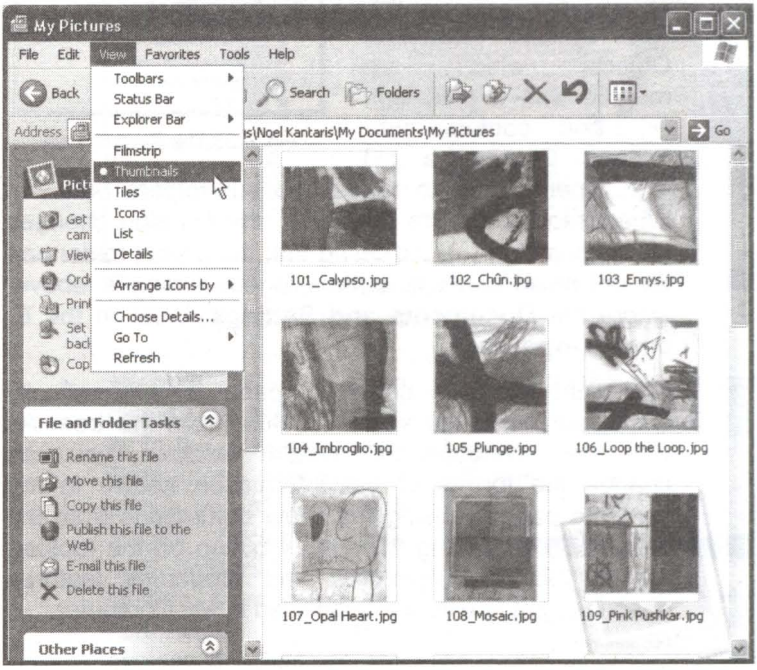


Fig. 4.34 A Pictures Folder Displayed in Thumbnail View.

Icons can be arranged by name, size, type, etc., from the **View** menu, or can be previewed, rotated, set as desktop background, or opened in a variety of imaging programs, from a shortcut (right-click) menu, as shown in Fig. 4.35.

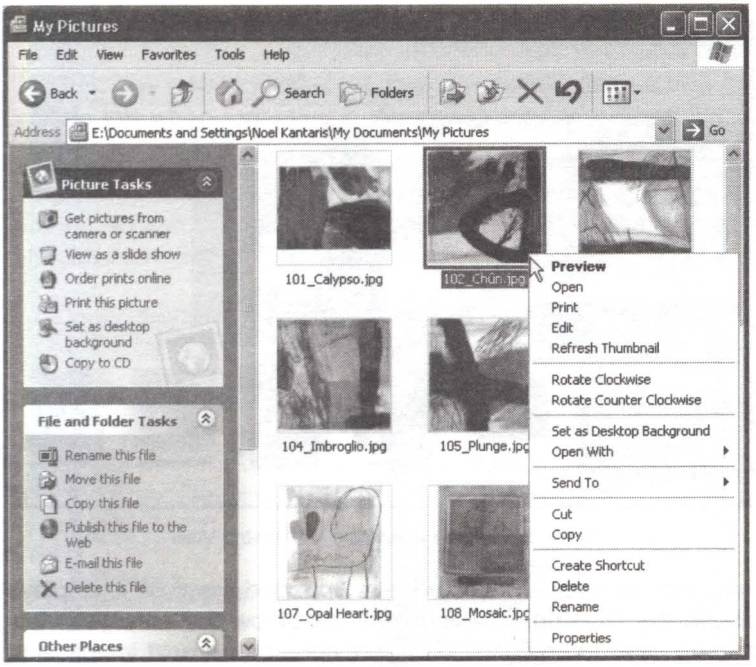


Fig. 4.35 A Picture's Shortcut Menu.

You can also use the **Pictures Tasks** menu to view pictures as a slide show, copy selected pictures to a CD, or get pictures from a scanner (to be discussed later) or digital camera and save them in a folder on you computer's hard disc.

To see your pictures in another interesting display, use the **View**, **Filmstrip** command. To get the full benefit of this view, you need to increase the size of the displayed window to at least ¾ of the size of your screen. The result should look similar to that in Fig. 4.36 on the next page.

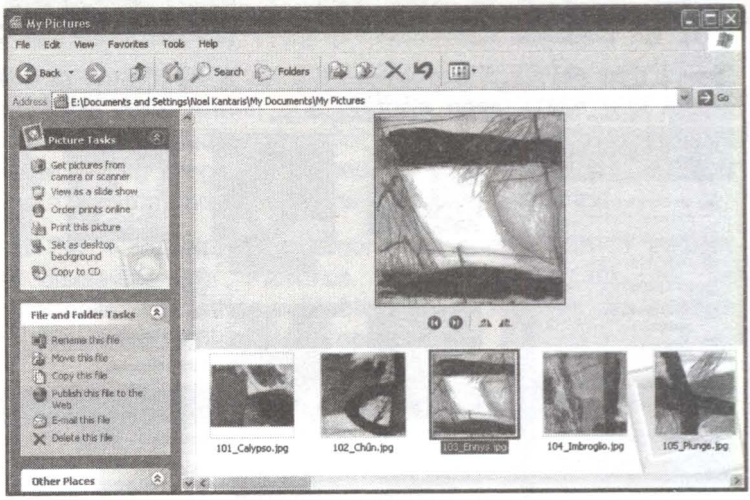


Fig. 4.36 Pictures Displayed in Filmstrip View.

As each picture is selected, an enlarged view of it displays above the filmstrip. The four buttons below the enlarged view can be used to navigate to the previous or the next image, and to rotate the selected picture clockwise or anticlockwise.

Compressing Folders and Files

Compressing folders and files allows you to greatly increase the storage capacity of your discs with no extra hardware cost. To activate the option, select the drive or folder in which you want to create a compressed folder, then use the **File, New** menu command, and select the **Compressed (zipped) Folder** option from the drop-down menu shown in Fig. 4.37.

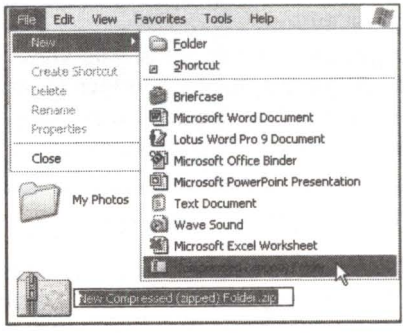


Fig. 4.37 Creating a Zipped Folder.

In the screen dump of Fig. 4.37 we show both the action required to create a compressed folder and the result of that action. The created folder has the extension **.zip** and you must retain this when renaming it. We called our folder **Books.zip**.

We then opened a second copy of My Computer and located the word processor file of the current chapter of this book with all its screen dumps and dragged it into the newly renamed folder, as shown in Fig. 4.38.

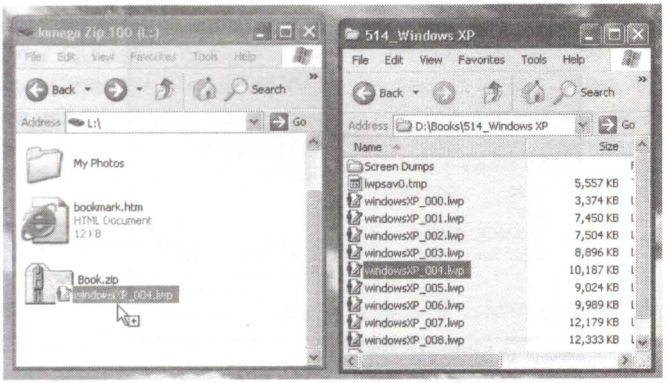


Fig. 4.38 Dragging a File into a Compressed Folder.

Releasing the mouse button displayed momentarily the box in Fig. 4.39.

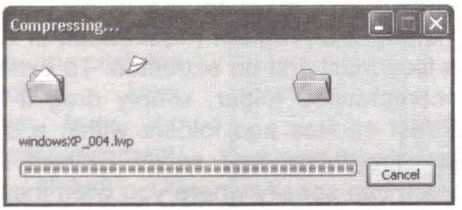


Fig. 4.39 Compressing a File.

You can send other files and folders into the compressed folder by dragging them onto it. Selected files are then compressed one at time before they are moved into the folder, while the contents of the dragged folders are also compressed.

To find out the size of the file before and after compression, double-click the compressed folder, right-click the file and select **Properties** from the drop-down menu to display the box in Fig. 4.40.

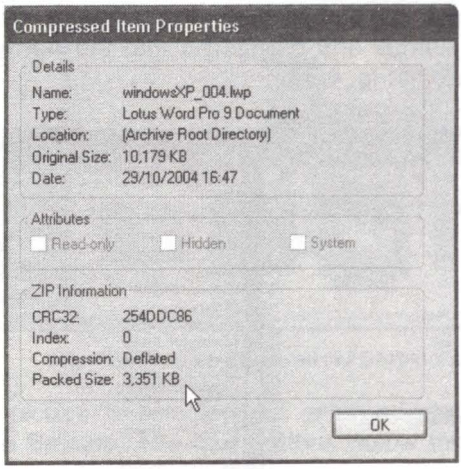


Fig. 4.40 Compressed File Properties.

Note that the original file size is displayed as 10.18 MB, while its packed size as 3.35 MB. This is quite a large compression ratio and worth while exploiting.

You can open files and programs in a compressed folder by double-clicking them. If a program requires **.dll** or data files to run, then those files must first be extracted. To extract a file or folder from a compressed folder, simply drag it to its new location. To extract all files and folders within a compressed folder, right-click the folder and select **Extract All**. In the Extract Wizard you can specify where you want these files and folders to be extracted to. When you extract a file or folder it leaves a copy of it in the compressed folder. To remove files and folders from a compressed folder you must delete them.

5

Controlling Information

When you are using Windows XP or one of its applications, you will invariably come across a **Readme.txt** file which contains last minute information not available in printed form in the User Guides. Vendors create such text files which can be read by either the WordPad or the Notepad accessories. What follows will show you how to read such files, print them, or copy them onto the Clipboard, so that you can transfer the information into another package.

Microsoft's WordPad

WordPad supports mainly text document formats, plus Word (**.doc**) documents, but has no pagination features. It is a useful accessory for writing and reading simple documents or memos.

To access WordPad, click the ***start*** button and select **All Programs**, **Accessories**, and click the

WordPad icon, shown here, on the cascade menu as shown in Fig. 5.1 to the right.

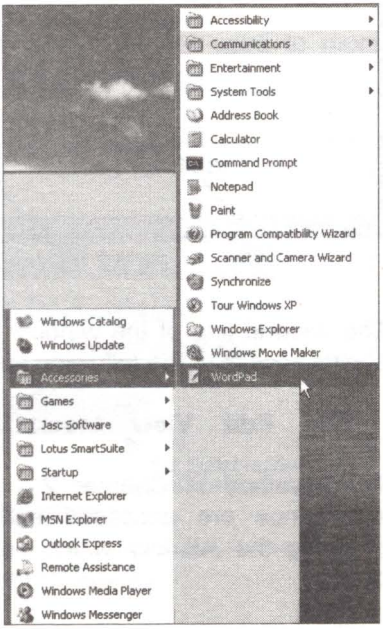


Fig. 5.1 Accessing the Text Editor WordPad.

The WordPad Window

Opening the WordPad accessory, displays an application window similar to the one in Fig. 5.2 below.

The top line of the WordPad window is the 'Title' bar which contains the name of the document, and if this bar is dragged with the mouse the window can be moved around the screen. Also, just like any other window, its size can be changed by dragging any of its four sides in the required direction.

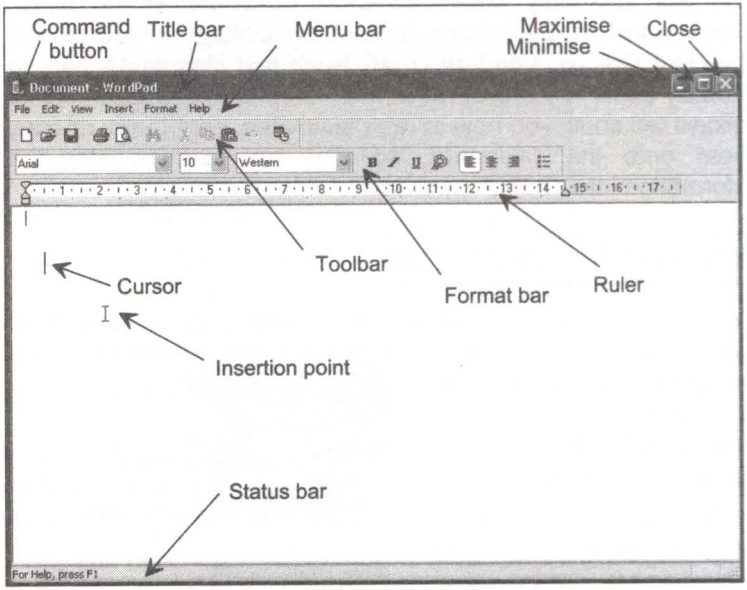


Fig. 5.2 The WordPad Window.

The second line of the window displays the 'Menu' bar which allows access to the following sub menus:

File Edit View Insert Format Help

As described in Chapter 2 - 'Starting Windows XP' - the sub-menus are accessed either with your mouse, or by pressing the **Alt** key which underlines one letter per menu option.

The Toolbar

As with most Windows applications, the toolbar contains a set of icon buttons that you click to carry out some of the more common menu functions. The actions of each icon are outlined below.

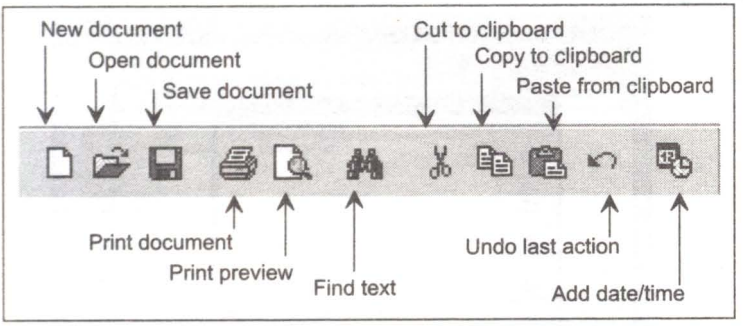


Fig. 5.3 The WordPad Toolbar.

The Format Bar

WordPad has an extra bar of icons that are used to more easily control the format of text in a document.

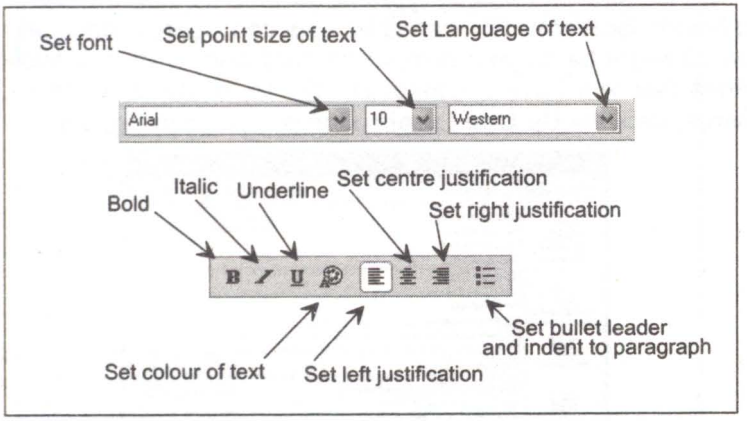


Fig. 5.4 The WordPad Format Bar.

Opening a WordPad Document

In order to illustrate this section, either type in a short letter, or if you have the Windows XP CD, place it in the CD Drive and left-click the **Open** button on WordPad's toolbar, shown here, which displays the following dialogue box.

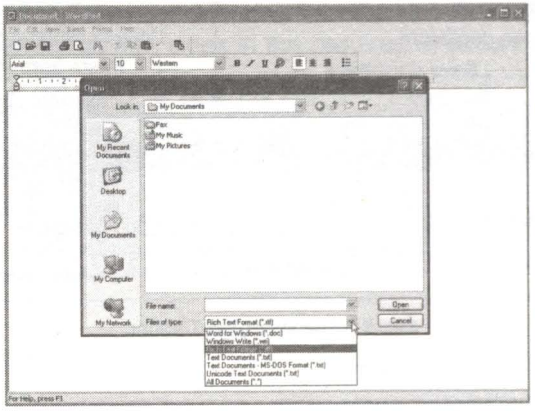


Fig. 5.5 The WordPad Open Dialogue Box.

You can use this Open box to open documents that might have been created by different applications, as shown on the drop-down list against **Files of type**, or documents that are kept in different locations. For example, you can open a document which might be on your computer's hard disc, or on a network drive that you have a connection to. To locate other drives, simply click the **Up One Level** button pointed to in Fig. 5.6.

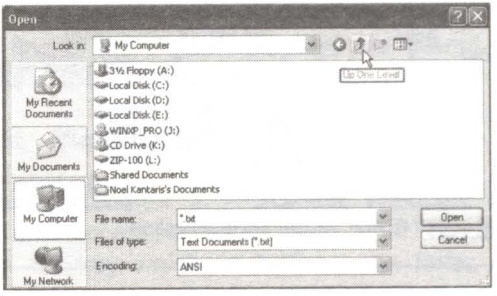


Fig. 5.6 Moving Up One Level in the Open List.

Having selected a drive, you can then select the folder within which your document was saved, select its filename and click the **Open** button on the dialogue box. For our example, first choose the CD-ROM drive (if not already selected), then the DOCs folder, then choose **All Documents** (*.*) in the **Files of type** box to reveal the **READ1ST.TXT** file, as shown below.

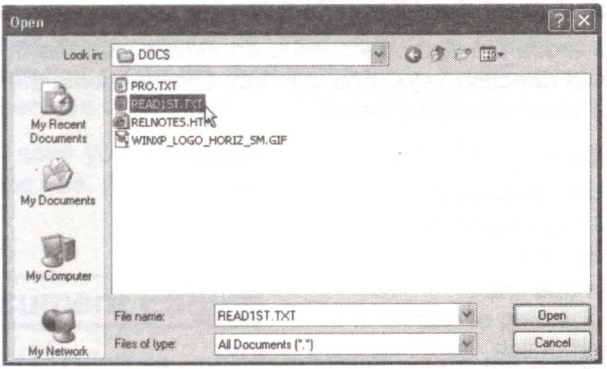
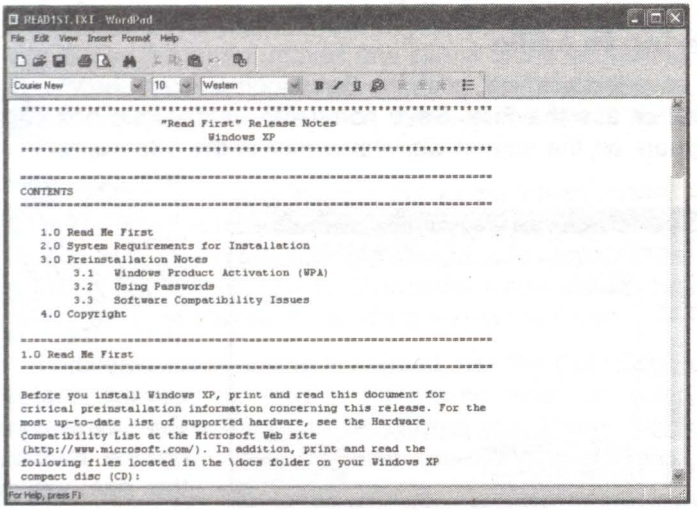


Fig. 5.7 Selecting the READ1ST.TXT File.

Select this file and click the **Open** button to display:


READ1ST.TXT - WordPad
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2.0 System Requirements for Installation
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3.2 Using Passwords
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4.0 Copyright
1.0 Read Me First
Before you install Windows XP, print and read this document for
critical preinstallation information concerning this release. For the
most up-to-date list of supported hardware, see the Hardware
Compatibility List at the Microsoft Web site
(http://www.microsoft.com/). In addition, print and read the
following files located in the \docs folder on your Windows XP
compact disc (CD):
For Help, press F1

Fig. 5.8 The READ1ST Text File Opened in WordPad.

WordPad can read (and write) six types of file formats; Word for Windows (**.doc**) files, Windows Write (**.wri**) files, Rich Text Format (**.rtf**) files, Text Document (**.txt** - both ANSI and ASCII formats), Text Document - MS-DOS Format (**.txt**) files, and Unicode Text Document (**.txt**) files.

Moving Around a WordPad Document

You can move the cursor around a document with the mouse, the normal direction keys, and with key combinations, the most useful of which are listed below.

To move	*Press*
Left one character	⇦
Right one character	⇨
Up one line	⇧
Down one line	⇩
To beginning of line	Home
To end of line	End
Up one window	Page Up
Down one window	Page Down
To beginning of file	Ctrl+Home
To end of file	Ctrl+End

Saving to a File

To save a document, click the **Save** toolbar icon, shown here, or use the **File, Save** command. A dialogue box appears on the screen with the cursor in the **File name** field box waiting for you to type a name. You can select a drive or a folder, other than the one displayed, by clicking the 'Up One Level' icon on the toolbar - the one we are pointing to.

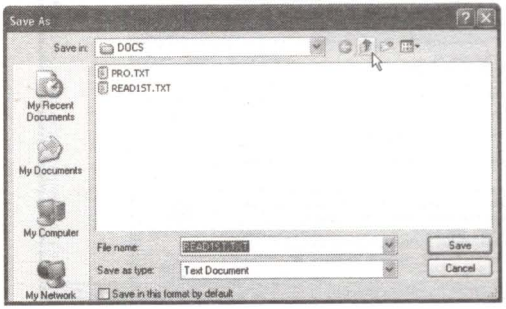


Fig. 5.9 The Save As Dialogue Box.

There are five formatting choices in the **Save as type** box when you first save a WordPad document:

(i) Word for Windows (**.doc**) which can then be read by Microsoft Word, (ii) Rich Text Format (**.rtf**) which retains most of its text enhancements and can be imported into many other applications, (iii) Text Document which is a Windows ANSI file to be used if your document is a program or you intend to transmit it to someone, (iv) Text - MS-DOS format which is an unformatted ASCII file, and (v) Unicode Text Format which is another type of text file.

To save your document in the future with a different name use the **File**, **Save As** menu command.

Document Editing

For small deletions, such as letters or words, the easiest way is to use the **Delete** or **BkSp** keys. With the **Delete** key, position the cursor on the first letter you want to remove and press **Delete**; the letter is deleted and the following text moves one space to the left. With the **BkSp** key, position the cursor immediately to the right of the character to be deleted and press **BkSp**; the cursor moves one space to the left pulling the rest of the line with it and overwriting the character to be deleted. Note that the difference between the two is that with **Delete** the cursor does not move at all.

Text editing is usually carried out in the insert mode. Any characters typed will be inserted at the cursor location and the following text will be pushed to the right, and down. Pressing the **Insert** key will change to Overstrike mode, which causes entered text to overwrite any existing text at the cursor.

When larger scale editing is needed, use the **Cut**, **Copy** and **Paste** operations; the text to be altered must be 'selected' before these operations can be carried out. These functions are then available when the **Edit** sub-menu is activated, or toolbar icons are used.

Selecting Text

The procedure in WordPad, as in all Windows applications, is that before any operation such as formatting or editing can be carried out on text, you first select the text to be altered. Selected text is highlighted on the screen. This can be carried out in several ways:

a. **Using the keyboard**; position the cursor on the first character to be selected, hold down the **Shift** key while using the direction keys to highlight the required text, then release the **Shift** key. Navigational key combinations can also be used with the **Shift** key to highlight blocks of text.

b. **With the mouse**; click the left mouse button at the beginning of the block and drag the cursor across the block so that the desired text is highlighted, then release the mouse button. To select a word, double-click in the word, to select a larger block, place the cursor at the beginning of the block, and with the **Shift** key depressed, move the mouse pointer to the end of the desired block, and click the left mouse button.

   Using the 'selection area' and a mouse; place the mouse pointer in the left margin area of the WordPad window where it changes to a right slanting arrow, and click the left mouse button once to select the current line, twice to select the current paragraph, or three times to select the whole document.

Try out all these methods and find out the one you are most comfortable with.

Copying Blocks of Text

Once text has been selected it can be copied to another location in your present document, to another WordPad document, or to another Windows application. As with most of the editing and formatting operations there are many ways of doing this.

The first is by using the **Edit, Copy** command sequence from the menu, or clicking the **Copy** toolbar icon, moving the cursor to the start of where you want the copied text, and using the **Edit, Paste** command, or clicking the **Paste** icon. Another method uses the quick key combinations, **Ctrl+C** to copy and **Ctrl+V** to paste.

To copy the same text again to another location in the document, move the cursor to the new location and paste it there with either of the above methods.

Drag and Drop - Maybe the easiest way to copy selected text, or an object such as a graphic, is to drag it with the left mouse button and the **Ctrl** key both depressed and to release the mouse button when the vertical line that follows the pointer is at the required destination.

As you get used to Windows application packages you will be able to decide which of these methods is best for you.

Moving Blocks of Text

Selected text can also be moved, in which case it is deleted in its original location. Use the **Edit**, **Cut**, command, or the **Ctrl+X** keyboard shortcut, or click the **Cut** icon, move the cursor to the required new location and then use the **Edit**, **Paste** command, **Ctrl+V**, or click the **Paste** icon. The moved text will be placed at the cursor location and will force any existing text to make room for it. This operation can be cancelled by simply pressing **Esc**.

Drag and Drop - Selected text, or an object such as a graphic, can be moved by dragging it with the left mouse button depressed and releasing the button when the vertical line that follows the mouse pointer is at the required destination.

Deleting Blocks of Text

When text is deleted it is removed from the document. With WordPad any selected text can be deleted with the **Edit**, **Cut** command, or by simply pressing the **Delete** key. However, using **Edit**, **Cut** (or **Ctrl+X**) places the text on the Windows clipboard and allows you to use the **Edit**, **Paste** (or **Ctrl+V**) command, while using the **Delete** key does not.

The Undo Command

As text is lost with the delete command you should use it with caution, but if you do make a mistake all is not lost as long as you act immediately. The **Edit**, **Undo** command (or **Ctrl+Z**), or clicking the **Undo** toolbar button, reverses your most recent action, so you need to use it before carrying out any further operations.

Finding and Changing Text

WordPad allows you to search for specified text, or character combinations. In the **Find** mode it will highlight each occurrence in turn so that you can carry out some action on it. In the **Replace** mode you specify what replacement is to be carried out.

For example, in a long memo you may decide to replace every occurrence of the word 'program' with the word 'programme'. To do this, first go to the beginning of the document, as searches operate in a forward direction, then choose the **Edit**, **Replace** menu command to open a dialogue box, like the one shown in Fig. 5.10.

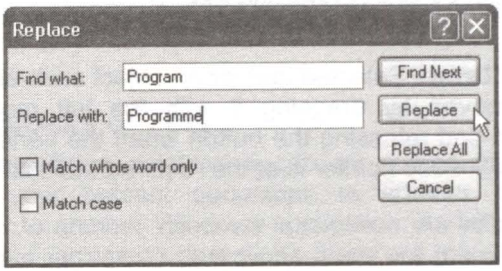


Fig. 5.10 The Replace Dialogue Box.

You type what you want to search for in the **Find what** box. You can then specify whether you want to **Match whole word only**, and whether to **Match case**, (upper or lower case) by check-marking the appropriate boxes. Type the replacement word in the **Replace with** box, and then make a selection from one of the four buttons provided. Selecting **Replace** requires you to manually confirm each replacement, whilst selecting **Replace All** will replace all occurrences of the word automatically.

Formatting your Work

When working with text files you cannot format your documents, but in Microsoft Word, or RTF modes, you can. Such formatting can involve the appearance of individual characters or words, and the indentation, addition of bullet leaders and the alignment of paragraphs. These functions are carried out in WordPad from the **Format** menu options or from the Format bar. To activate the latter, use the **View** command and click the **Format Bar** option, as shown in Fig. 5.11.

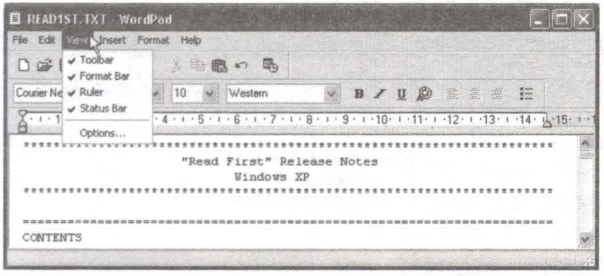


Fig. 5.11 Activating the Formatting Bar.

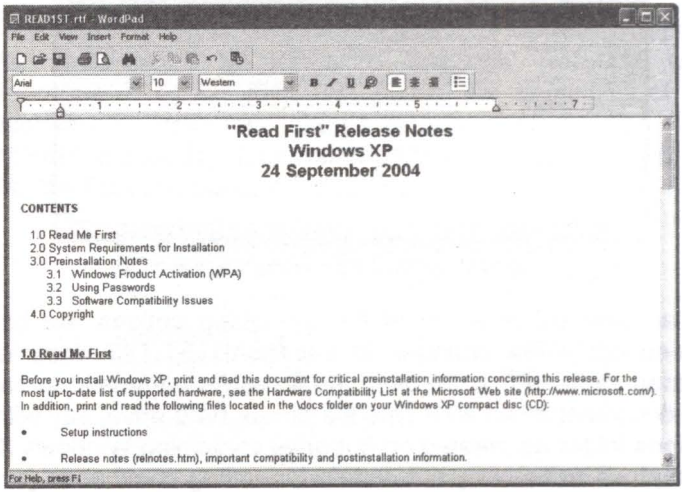
As an example of some of the formatting options, we have carried out a few changes to the **READ1ST.TXT** document opened earlier. First, we used the **Save As** command to save the document as an **RTF** type file on our hard drive, say within a **Docs** folder we created on our drive containing Windows XP, so that we could carry out certain formatting commands (such as justification) which are not available to a **TXT** type file.

We then removed the dotted line above and below the title and all spaces before each of the two title lines. Then we highlighted the two title lines, and changed their point size to 16, then emboldened them and centre justified them by clicking appropriate format bar options.

The date was then added below the title by clicking the **Date/Time** icon on the toolbar and choosing the date format required. The two paragraphs with preceding asterisks under section 1.0 were then selected and the **Bullet** icon clicked on the Format bar. This indented the paragraphs and gave them bullet leaders.

Fig. 5.12 The Font List.

Finally, the rest of the document was selected and its font changed from Courier New to Arial by choosing the font type from the drop-down list shown in Fig. 5.12. To get the formatted document shown in Fig. 5.13, we found it necessary to remove hard returns at the end of each line so word wrap could display correctly.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Western
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Windows XP
24 September 2004
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2.0 System Requirements for Installation
3.0 Preinstallation Notes
3.1 Windows Product Activation (WPA)
3.2 Using Passwords
3.3 Software Compatibility Issues
4.0 Copyright
1.0 Read Me First
Before you install Windows XP, print and read this document for critical preinstallation information concerning this release. For the most up-to-date list of supported hardware, see the Hardware Compatibility List at the Microsoft Web site (http://www.microsoft.com/). In addition, print and read the following files located in the \docs folder on your Windows XP compact disc (CD):
Setup instructions
Release notes (relnotes.htm), important compatibility and postinstallation information.
For Help, press F1

Fig. 5.13 The Display of a Formatted Document.

The Ruler

The ruler is activated/deactivated by using the **View**, **Ruler** command. The Ruler displays at the top of the text area of the WordPad window (see Fig. 5.13), and lets you set and see Tab points for your text, or visually change the left and right margins, (the empty space to the left and right of the text area) of your document.

Setting your own tabs is easy by clicking within the ruler where you want to set the tab. Tabs can be moved within the ruler by dragging them with the mouse to a new position, or removed by simply dragging them off the ruler. Default tab settings do not show on the ruler, but custom tabs do.

Printing Documents

As long as your printer has been properly installed and configured (see Chapter 6), you should have no problems printing your document from the WordPad application.

Setting up your Page

Before attempting to print, make sure that WordPad is set to the same page size as the paper you plan to use. To do this, use the **File**, **Page Setup** menu command to open the dialogue box shown in Fig. 5.14. From here you can control the paper **Size** and **Source**, the size of all the **Margins** around the edge of the sheet, and the **Orientation** of the paper. The **Printer** button lets you select between different printers, including network printers (if you are connected to any), and set their properties.

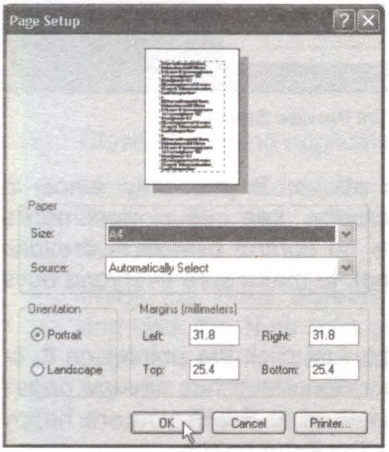


Fig. 5.14 The Page Setup Screen.

Print Preview

Before actually committing yourself and printing your document to paper, it is always best to look at a Preview on the screen. This can save both your paper and printer toner or cartridge bills.

To preview the current document and settings, either click the Print Preview icon on the toolbar, or use the **File, Print Preview** menu command to display the following screen.

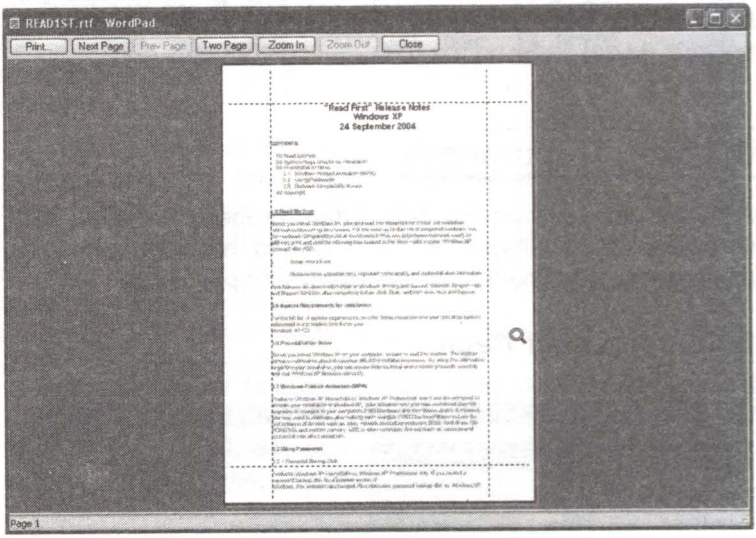


Fig. 5.15 The Print Preview Screen.

The preview screen, shown above, is the only place in WordPad that you can actually see your document's pagination, and then you have no control over it! A dreadful omission, but perhaps intentional, to make sure everyone buys Microsoft Word instead!

To zoom in on the document, just click the pointer on it, or use the **Zoom In** button. If your document has several pages you can select a **Two Page** view of it. When you are happy your document is perfect, press the **Print** button.

Using the Clipboard

In Windows XP (just as in Windows 2000, but unlike Windows 98/Me), you do not have direct access to the Clipboard, which is a temporary storage location for information you want to cut or copy, but you can nevertheless use it.

We have already used the Clipboard when using the **Cut** and **Paste** features found in WordPad, and in most other Windows programs. Apart from cutting, copying and pasting operations in Windows applications, you can also use the Clipboard to copy the contents of an application's window, or to copy Windows graphics images, so that you can transfer such information to other applications. There are two ways of copying information:

- Press the **Print Screen** key to copy onto the Clipboard the contents of a whole Windows screen, even if that screen is a DOS application.
- Press the **Alt+Print Screen** key combination to copy onto the Clipboard the contents of the current open window, or dialogue box.

To illustrate these techniques follow the step-by-step instructions given below.

To Copy a Full Windows Screen:

- Close all running applications and start My Computer.
- Move the My Computer displayed window next to the Recycle Bin but without obscuring its icon on the desktop.
- Press the **Print Screen** key, then activate WordPad and click the **New** icon on the toolbar to open a blank page and finally click the **Paste** toolbar icon. What now appears on the WordPad screen, or something like it, is shown in Fig. 5.16 on the next page.

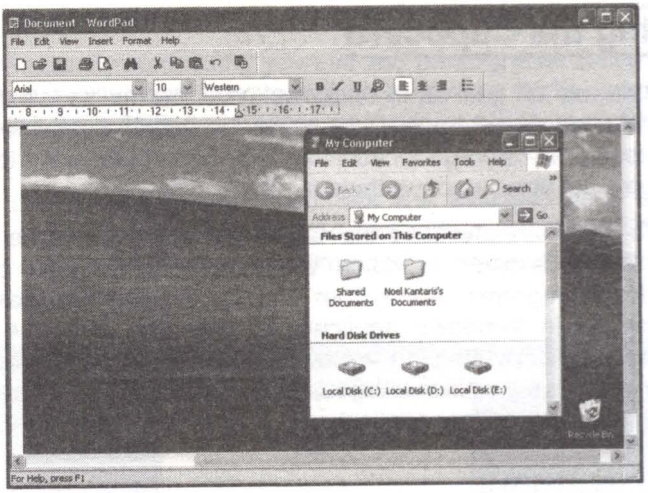


Fig. 5.16 The Contents of the Clipboard.

To Copy the Contents of a Current Open Window:

- Close all running applications and start My Computer.
- Press the **Alt+Print Screen** key, then activate WordPad and click the **New** icon on the toolbar to open a blank page, then click the **Paste** toolbar icon. What is displayed now is the current window only.

To copy a DOS screen:

- Close all running applications, click the ***start*** button and select **All Programs**, **Accessories** and click the **Command Prompt** option on the cascade menu shown in Fig. 5.17.
- Start your DOS application, then continue as above.

DOS applications can run in a window or in full screen. You can switch from one to the other by pressing **Alt+Enter**.

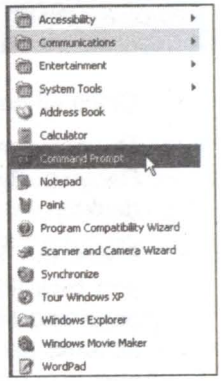


Fig. 5.17 The Accessories Menu.

The Windows Paint Program

Paint is a 32-bit Windows application, first introduced with Windows 95 and improved in subsequent versions of Windows. You can use Paint to create, view and edit, simple or complicated graphics.

Paint is an OLE (Object Linking and Embedding) program, and allows the creation of OLE object information that can be embedded or linked into other documents, as we shall see at the end of the chapter. It can read and write a number of file formats, namely, bitmap (**.bmp**) files (monochrome, and 16, 256 & 24-bit colour), File Interchange Format (**.jpg** & **.jpeg**) files, and Graphics Interchange Format (**.gif**) files.

Starting Paint

To start Paint, click the ***start*** button and select **All Programs**, **Accessories** from the cascade menu, then click the Paint entry. In Fig. 5.18, we show the **Water lilies.jpg** file to be found in **My Pictures** folder which itself is in **My Documents** folder.

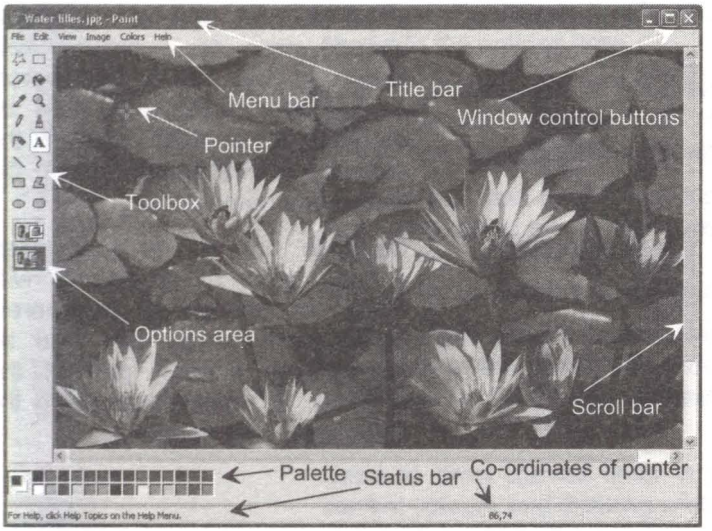


Fig. 5.18 The Paint Opening Window.

The window is divided into a 'Drawing' area (the default size of which depends on your video display), surrounded by the 'Menu' bar at the top, the 'Palette' at the bottom, the 'Options' area at the middle-left side, with the 'Toolbox' above it.

The Paint Toolbox

The drawing area is where you create your drawings with the help of various tools from the Toolbox. Note that the pencil tool is always selected when you start Paint, and that the function of a **Toolbox** icon is flagged when you move the mouse pointer over it.

To select a tool, simply point to it and click. Several of them have extra functions you can also select in the Options area. Some tools can work with either of the current foreground or background colours - dragging the tool with the left mouse button uses the foreground colour and with the right one the background colour.

More detail of the Toolbox functions is listed below.

Tool	*Function*
Free Form select	Used to cut out an irregular-shaped area of a picture, with either an opaque or transparent background, which can then be dragged to another part of the drawing, or manipulated using the **Edit** menu commands.
Rectangle select	Used to cut out a rectangular-shaped area of a picture, with either an opaque or transparent background, which can then be dragged to another part of the drawing, or manipulated using the **Edit** menu commands.

Eraser	Used to change the selected foreground colours under the eraser icon to a background colour, or automatically change every occurrence of one colour in the drawing area to another.
Colour fill	Used to fill in any closed shape or area with the current foreground or background colour.
Pick colour	Used to set the foreground or background colour to that at the pointer.
Magnifier	Used to zoom the image to different magnifications. Choose from 1x, 2x, 6x or 8x magnification in the options area.
Pencil	Used to draw freehand lines in either the foreground or background colour.
Brush	Used to draw freehand lines with a selection of tools and line thickness shown in the options area.
Airbrush	Used to produce one of three available circular sprays in the foreground or background colours.
Text	Used to add text of different fonts, sizes and attributes in the current foreground colour, with either an opaque or transparent background.
Line	Used to draw straight lines between two points in the current foreground or background colours and drawing width.
Curve	Used to draw curved lines in the current colours and drawing width.

Rectangle

Used to draw hollow and filled rectangles or squares (**Shift** key depressed), in the current colours and drawing width.

Polygon

Used to draw hollow and filled triangles and other polygon shapes, in the current colours and drawing width.

Ellipse

Used to draw hollow and filled ellipses or circles (**Shift** key depressed), in the current colours and drawing width.

Rounded Rectangle

Used to draw hollow and filled rectangles or squares (**Shift** key depressed), with rounded corners, in the current colours and drawing width.

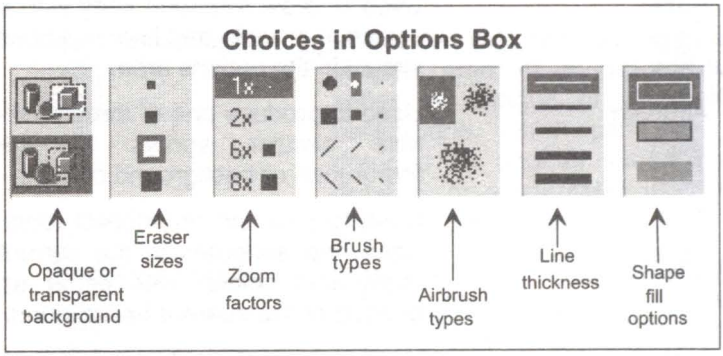


Fig. 5.19 Choices Available in the Options Area of the Toolbox.

Preparing for a Drawing

Before you start drawing, you may need to set the size of the image you want. To do this, use the **Image**, **Attributes** menu command to open the dialogue box shown in Fig. 5.20.

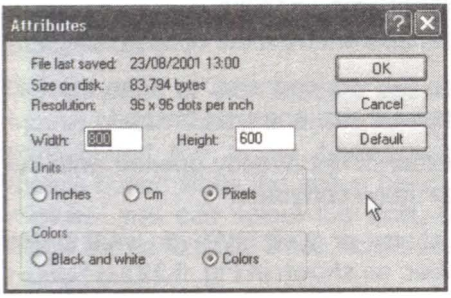


Fig. 5.20 The Attributes Dialogue Box.

The default **Width** and **Height** settings for a new image are given in **Pixels**. If you need a specific image size when it is printed to paper, you can work in **Inches** or **Cm**. Lastly in this box, you can set whether to work in colour or in black and white. Clicking the **Default** button will make your new settings the default for any new working sessions.

Selecting Working Colours

The current background and foreground colour settings are always shown in the two squares to the left of the palette, as shown in Fig. 5.21.

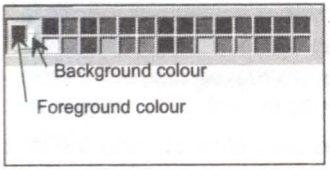


Fig. 5.21 The Paint Palette.

To select a new background colour, point to the colour in the Palette and click the right mouse button. If you now select the **File**, **New** command, Paint will open a new document with the selected background colour. Alternatively you could 'flood' the existing background by selecting the **Colour fill** icon and right-clicking it on the background of the drawing area.

To select a different foreground colour to be used with any of the drawing tools in the Toolbox, left-click the colour in the Palette.

Entering Text in a Drawing

If you intend to enter text within a drawing, carry out the following steps:

- Select the foreground colour for the text.
- Select the **Text** tool from the Toolbox.
- Select opaque or transparent from the options box.
- Click the pointer on the working area to open the text box, drag it to the correct size and type the text.
- Open the Fonts toolbar, if not already opened, with the **View**, **Text Toolbar** menu command.
- Select the font, point size or other style you want to use from the Fonts toolbar, as shown in Fig. 5.22.

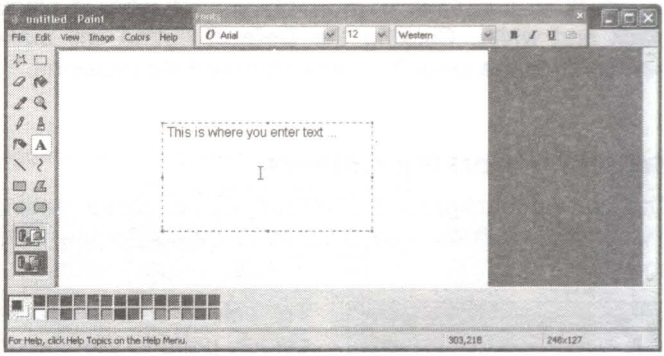


Fig. 5.22 Inserting Text in a Drawing Area.

- When you are happy with the text, click outside the text box to 'fix' it in the drawing and close the toolbar.

While the Fonts toolbar is open you can change any of its options, or use the palette, and see the entered text change straight away.

In the future, as long as the **Text Toolbar** option is ticked in the **View** menu, the Fonts toolbar will open whenever you start to enter text.

Using the Paint Tools

Most of the other tools in Paint's Toolbox are quite easy and straightforward to use. To select a tool, point to it and click the left mouse button which depresses its icon in the Toolbox. To use them, you move the pointer to a suitable position within the drawing area and drag the tool around to accomplish the required task.

With most of the Toolbox options, dragging with the left mouse button uses the active foreground colour, and with the right button the active background colour. Releasing the mouse button stops the action being performed. If you make a mistake, you can select the **Edit, Undo** command from the menu bar up to three times, to cancel the last three actions you carried out.

To complete this discussion, we need to describe how to use the **Curve** and **Polygon** tools, which differ slightly from the rest. For example:

To draw a curve, first click the **Curve** toolbar icon, choose a line thickness in the options box, left-click the pointer in the required starting position within the drawing area, then press the left mouse button to anchor the beginning of the curve and move the mouse to the required end of the eventual curve and release it. A 'flexible' line in the current foreground colour will be produced between the two points. Next, click the mouse button away from the line and drag it around the window, which causes the line to curve as you move the pointer. When you are happy with the produced curvature, release the mouse button.

To draw a polygon, place the Polygon pointer in the required starting point in the drawing area, left-click and drag the mouse to the required end of the first side of the polygon and release it. A line in the foreground colour is produced between the two points. Next, continue adding sides to the polygon in this way until you complete it, at which point you should double-click the mouse button.

Embedding a Graphic into WordPad

Embedding a graphic into WordPad is similar to copying, but with the important advantage that you can actually edit an embedded object from within WordPad.

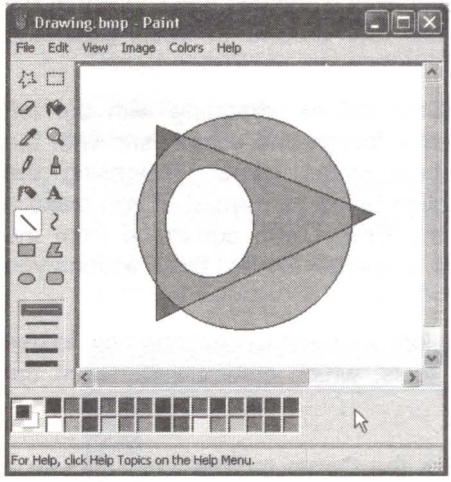


Fig. 5.23 Creating a Graphic in Paint.

To embed a Paint image, first create it in Paint (we created the object shown in Fig. 5.23 in order to illustrate the process), then save it as a bitmap file. Next, start WordPad, open the letter or memo you want to embed a graphic into (or just use an empty document), place the cursor where you want to embed it, and press the **Enter** key twice to make some room for it.

Now from the WordPad menu bar, use the **Insert, Object** command which displays the Insert Object dialogue box shown in Fig. 5.24. Click the **Create from File** radio button, **Browse** to locate your bitmap drawing, and press **OK** to place the selected graphic into the WordPad document, as shown in Fig. 5.25 on the next page.

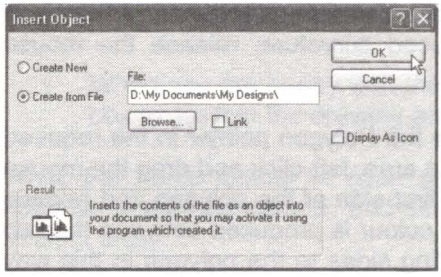


Fig. 5.24 The Insert Object Dialogue Box.

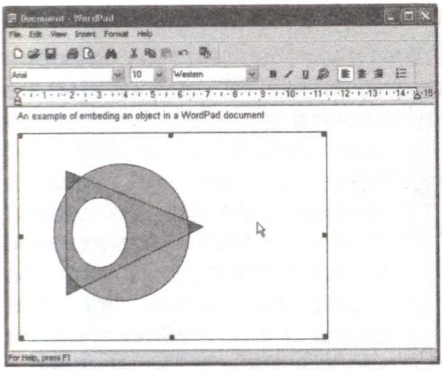


Fig. 5.25 An Embedded Graphic in WordPad.

What has happened here is that the graphic has been embedded in the WordPad document. If you double-click it, the WordPad window will change to a Paint window. You can then edit the image without leaving WordPad, and clicking outside the image will bring WordPad's features back.

The **Display As Icon** option in the Insert Object dialogue box (Fig. 5.24), embeds an icon in the destination document. Not much help in our example, but useful for embedding speech or movie clips in a document. Double-clicking the icon would then play the sound, or movie.

Linking a Graphic into WordPad

Linking, the other main OLE feature, links files dynamically so that information held in one file is automatically updated when the information in the other file changes.

To link our graphic to WordPad, select the **Link** option in the Insert Object dialogue box of Fig. 5.24, before clicking the **OK** button. When you double-click a linked image, its file is opened into a separate Paint window. Any changes made are saved in this file as well as being reflected in the document.

These are very clever features that can save a lot of time with full Windows applications. What we have covered here should be a good grounding for the future. You must try these features for yourself, the time will be well spent.

Getting Pictures from a Scanner or Camera

If your Scanner or digital Camera are Plug and Play, Windows XP will detect them (if connected to your PC) and will start the Scanner and Camera Wizard. If your camera is not Plug and Play, or you are using a scanner, right-click the camera or scanner from which you want to get pictures, then click the appropriate option for that device. In Fig. 5.26 we show the shortcut menu for our scanner.

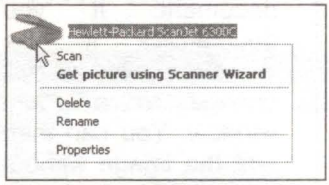


Fig. 5.26 The Scanner Shortcut Menu.

Another way of starting the Scanner and Camera Installation Wizard is to click ***start***, **Control Panel**, then double-click the **Scanner and Cameras** icon.

If your scanner or camera are not Plug and Play, follow the instructions that came with that device. It is possible, however, that you might need to get the latest driver for your device which is compatible with Windows XP or Windows 2000.

Many Windows imaging applications can use a scanner or camera to import a picture directly into the application for further image manipulation. One such application is Paint and we will use it to demonstrate how to get a picture from a scanner.

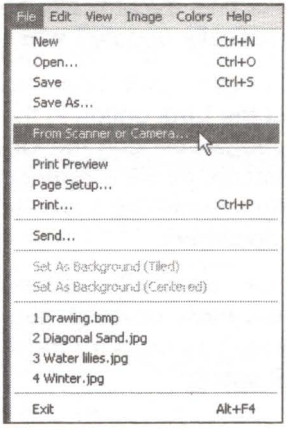


Fig. 5.27 Using Paint to Scan a Picture.

To begin the process, start Paint, place the picture you want to scan on your scanner's glass plate, then use the **File, From Scanner or Camera** command, as shown in Fig. 5.27. This opens the dialogue box in Fig. 5.28 shown on the next page. As you can see, in this instance we have three scanning choices; colour, grey-scale, or black and white.

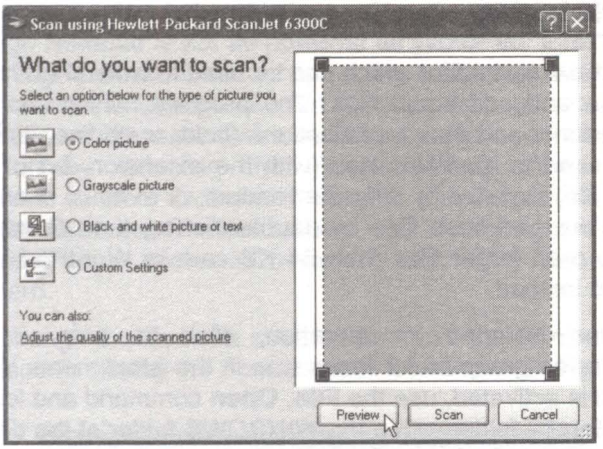

Scan using Hewlett-Packard ScanJet 6300C
What do you want to scan?
Select an option below for the type of picture you want to scan.
Color picture
Grayscale picture
Black and white picture or text
Custom Settings
You can also:
Adjust the quality of the scanned picture
Preview
Scan
Cancel

Fig. 5.28 The Scanner Dialogue Box.

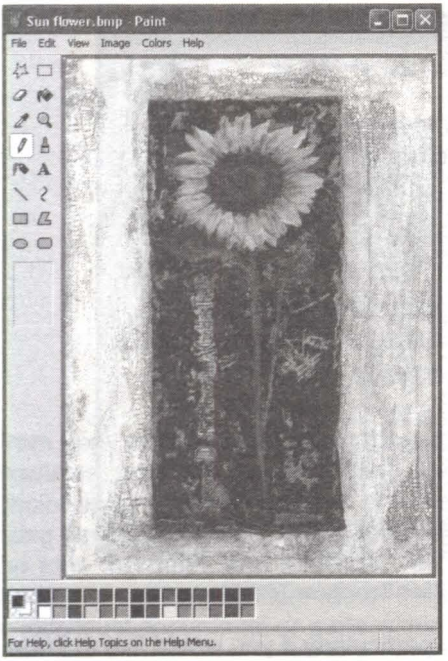


Fig. 5.29 A Scanned Picture in Paint.

Clicking the **Preview** button will activate the scanner and a preview of the object will appear on the right side of the Scanner dialogue box. Clicking the **Scan** button, starts the scanning process and the image is imported into Paint, as shown in Fig. 5.29 - it looks better in colour!

You can now use your editing skills in Paint to completely change the Picture to something you would rather have in place of the original. Good luck!

The Notepad

Notepad is a text editor which can be used to write short notes, or create and edit script files. The program, which supports different fonts and their modifications (bold, underline, italic) is usually used to read text files (with the extension **.txt** of less than 64 KB) supplied by different vendors, or to make short text notes. You read such files by double-clicking their filename - trying to read larger files than 64 KB causes WordPad to be activated instead.

To see Notepad in operation, click its entry in the **Accessories** group of **All Programs** in the ***start*** menu. When Notepad is activated, use the **File, Open** command and look in the **System32** folder within the **WINDOWS** folder of the drive it was installed on, probably (C:). Double-clicking the file **eula.txt**, displays:

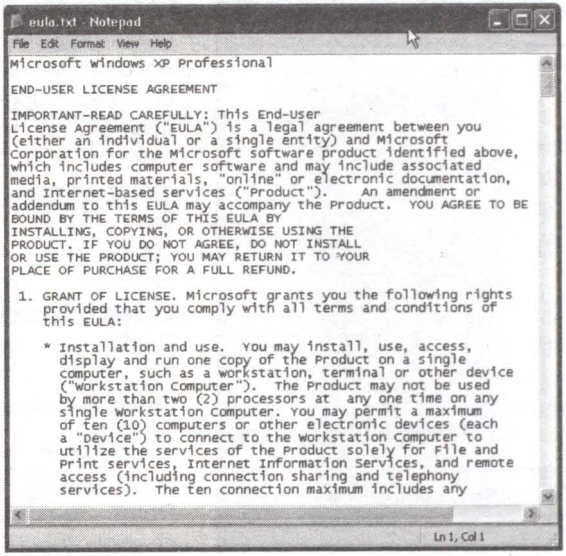

eula.txt - Notepad
File Edit Format View Help
Microsoft Windows XP Professional
END-USER LICENSE AGREEMENT
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Microsoft Corporation for the Microsoft software product identified above, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Product"). An amendment or addendum to this EULA may accompany the Product. YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR OTHERWISE USING THE PRODUCT. IF YOU DO NOT AGREE, DO NOT INSTALL OR USE THE PRODUCT; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND.
1. GRANT OF LICENSE. Microsoft grants you the following rights provided that you comply with all terms and conditions of this EULA:
* Installation and use. You may install, use, access, display and run one copy of the Product on a single computer, such as a workstation, terminal or other device ("Workstation Computer"). The Product may not be used by more than two (2) processors at any one time on any single Workstation Computer. You may permit a maximum of ten (10) computers or other electronic devices (each a "Device") to connect to the Workstation Computer to utilize the services of the Product solely for File and Print services, Internet Information Services, and remote access (including connection sharing and telephony services). The ten connection maximum includes any
Ln 1, Col 1

Fig. 5.30 The Task Scheduler Text File.

It is worth reading this file, particularly if you would like to know what licence rights Microsoft has granted you for the use of Windows XP.

Notepad's Edit Features

Although Notepad is not as powerful as WordPad, it has some interesting features, such as the ability to turn on word wrap which causes words that will not fit within its page margins to be placed on the next line automatically. You can turn word wrap on by selecting the **Format**, **Word Wrap** menu command. Another Notepad feature is the **Select All** option from the **Edit** menu which allows you to highlight a whole document at a stroke in order to, say, copy it onto the Clipboard.

To change the font of a selected text, use the **Format**, **Font** command to display the Font dialogue box shown in Fig. 5.31:

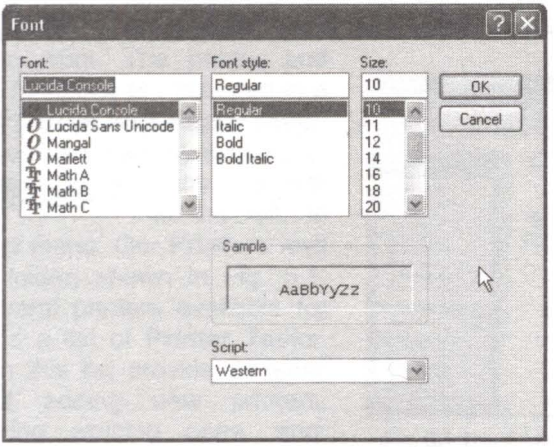


Fig. 5.31 Notepad's Font Dialogue Box.

From here you can also change the **Font style** and font **Size**. However, any changes you make here are reflected in the whole document, as well as all other documents you open using Notepad. In other words, you are configuring Notepad to the font, font style and font size you would like to use when reading or writing text files, rather than applying these changes to individual documents or parts within these documents.

Notepad supports the usual edit features which are useful when working with files, such as cut, copy, paste, and delete, all of which are options of the **Edit** menu. You can even use Notepad to search and find text, by selecting the **Edit**, **Find** command. Once the text is found, pressing the **F3** function key finds the next occurrence. You can also control the **Direction** of the search and use the **Match case** facility.

As you can see, Notepad is a simple text editor and nothing more. If you want more formatting capabilities, use WordPad, or your own word processor.

6

Controlling your System

Controlling Printers

When you upgraded to Windows XP your printers should have been installed automatically. If not, you would have been stepped through the Add Printer Wizard, described later.

Nearly 1,000 different printers are supported by Windows XP so, hopefully, you shouldn't have too much trouble getting yours to work. The printer and printing functions are included in a single **Printers and Faxes** folder, which you can open by clicking its

entry, shown to the left, in the ***start*** menu. Our **Printers and Faxes** folder, shown in Fig. 6.1, has several printers available for use, and a list of **Printer Tasks**. Items in this list provide an easy way of adding new printers, configuring existing ones, and managing all your print jobs.

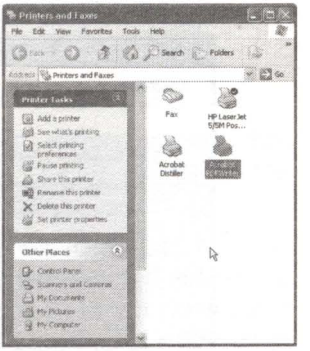


Fig. 6.1 The Printers Folder.

Windows XP, just like Windows 95/98/Me and Windows NT/2000, supports the following printer set-up methods:

- Plug and Play printers are automatically detected at installation time, or during the boot-up process. If not, you will be prompted for the necessary driver files which should be supplied with a new Plug-and-Play printer.
- Point and Print printing enables you to quickly connect to, and use, printers shared on some other networked PCs.

- For other situations, the Add Printer Wizard steps you through the printer installation process, whether the new printer is connected to your PC, or on a network.

Installing an additional printer (not connected to your system, but available to you, say, at work) allows you to use the additional fonts available to this printer (we will discuss fonts shortly). Below we will step through the procedure of installing such a printer to your system.

To start installation, click the **Add a Printer** entry in the **Printer Tasks** list of the Printers and Faxes window, shown in Fig. 6.1. This opens the Add Printers Wizard, which makes the installation procedure very easy indeed. As with all Wizards, you progress from screen to screen by clicking the **Next** button. In the second Wizard screen, shown in Fig. 6.2, click the **Local printer attached to this computer** option.

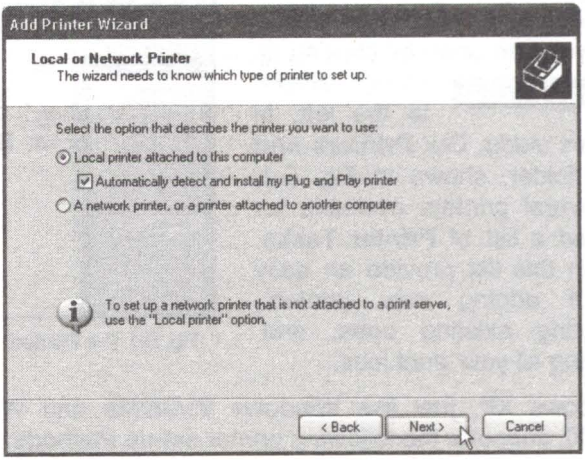

Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

Fig. 6.2 The Second Screen of the Add Printer Wizard.

The first time you activate the Add Printer Wizard, and after pressing the **Next** button on the screen of Fig. 6.2, the Wizard scans your computer for installed plug and play printers and updates its built-in database. If it doesn't find one, it assumes that you want to install a printer manually and asks you to click **Next** to proceed.

On the next Wizard screen choose FILE: as the port you want to use with the printer and select it from the displayed extensive list, as shown in Fig. 6.3.

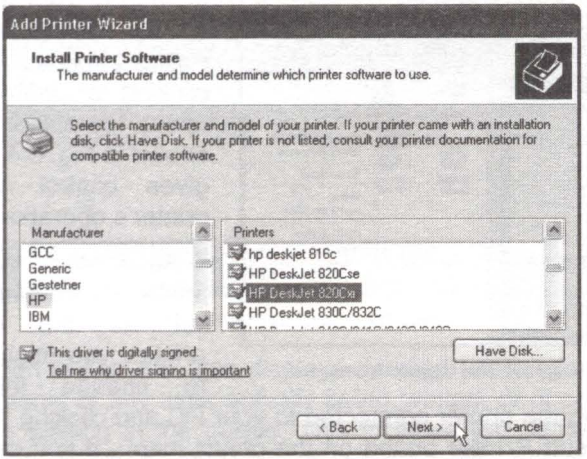

Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
GCC
Generic
Gestetner
HP
IBM
Printers
hp deskjet 816c
HP DeskJet 820Cse
HP DeskJet 820Cxi
HP DeskJet 830C/832C
This driver is digitally signed.
Tell me why driver signing is important
Have Disk...
< Back
Next >
Cancel

Fig. 6.3 Using the Wizard to Manually Select a Printer.

If your printer is not on the list, then either use the disc provided by the manufacturer of your printer, or go to the Internet for an update on the list of printers.

Documents prepared with this printer selection, can then be printed to file on a 3½" floppy disc, and later printed out on the selected printer (even if it is not connected to your computer and does not itself have access to the particular application you are using). Later you can copy that file to the selected printer from its attached PC by issuing the simple command

```
COPY A:\Filename LPT1: /B
```

The /B switch in this command tells the printer to expect a binary file (with embedded printer codes).

Note that the PC which is connected to the additional printer does not even have to operate under Windows for you to print your work, as the command is given at the Command prompt. If the PC does operate under Windows XP, you will need to use the ***start***, **All Programs**, **Accessories**, **Command Prompt** command, then issue the COPY command.

Configuring your Printer

All configuration for a printer is consolidated onto a tabbed property sheet that is accessed from its icon in the **Printers and Faxes** folder. Right-clicking a printer icon opens the object menu, shown in Fig. 6.4, which gives control of the printer's operation.

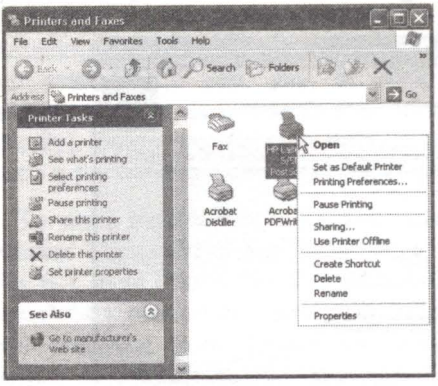


Fig. 6.4 The Object Menu.

As a newly installed printer is automatically set as the default printer, you might want to change this by selecting the printer connected to your PC and clicking the **Set as Default Printer** option on the object menu. If you click the **Properties** option, the window shown in Fig. 6.5 opens and lets you control all the printer's parameters, such as the printer port (or network path), paper and graphics options, built-in fonts, and other device options specific to the printer model. All these settings are fairly self explanatory and as they depend on your printer type, we will let you work them out for yourself.

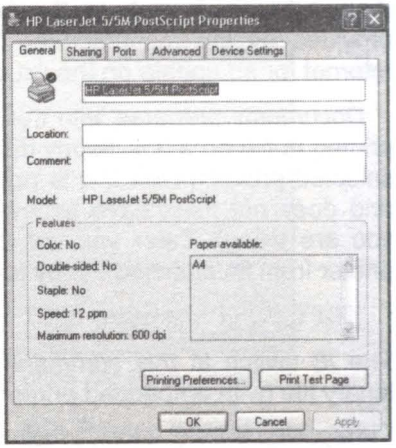


Fig. 6.5 The Printer Properties Window.

Once you have installed and configured your printers in Windows they are then available for all your application programs to use. The correct printer is selected usually in one of the application's **File** menu options.

Managing Print Jobs

If you want to find out what exactly is happening while a document or documents are being sent to your printer, double-click the printer icon, to open its window.

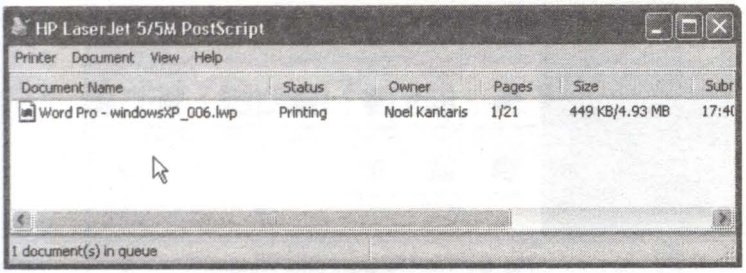

HP LaserJet 5/5M PostScript
Printer Document View Help
Document Name Status Owner Pages Size Subr
Word Pro - windowsXP_006.lwp Printing Noel Kantaris 1/21 449 KB/4.93 MB 17:4
1 document(s) in queue

Fig. 6.6 The Print Queue Window.

As shown in Fig. 6.6, this displays detailed information about the contents of any work actually being printed, or of print jobs that are waiting in the queue. This includes the name of the document, its status and 'owner', when it was added to the print queue, the printing progress and when printing was started.

You can control the printing operation from the **Printer** and **Document** menu options of the Print Queue window, from the object menu, or from the **Printer Tasks** list. Selecting **Printer, Pause Printing** will stop the operation until you make the same selection again; it is a toggle menu option. The **Cancel All Documents** option will remove all, or selected, print jobs from the print queue.

Controlling Fonts

Windows XP uses a Font Manager program to control the installed fonts on your system. You can use the Font Manager to install new fonts, view examples of existing fonts, and delete fonts.

To open the Font Manager, click the ***start*** button then click the **Control Panel** menu option to reveal the Control Panel window, as shown in Fig. 6.7 on the next page.

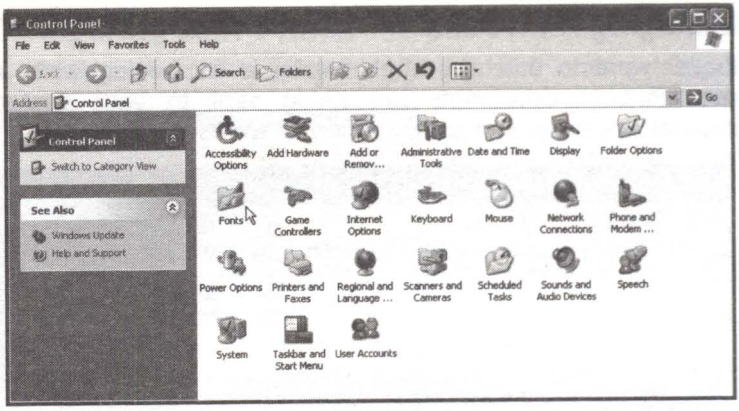


Fig. 6.7 The Control Panel Window.

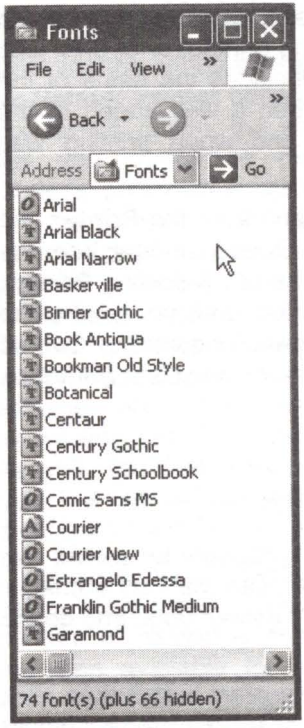


Fig. 6.8 The Fonts Window.

Next, double-click the Fonts icon to display the Fonts window, shown in Fig. 6.8. To control what you see on the Fonts window, click **View** to display the drop-down menu, shown in Fig. 6.9. We have chosen **Status Bar**, **List** and **Hide Variations.**

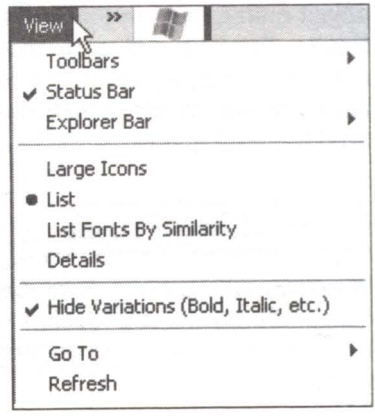


Fig. 6.9 The View Sub-menu.

To see an example of one of the listed fonts, double-click its icon in the Fonts window (Fig. 6.8). Below we show the Arial (TrueType) font in four different sizes.

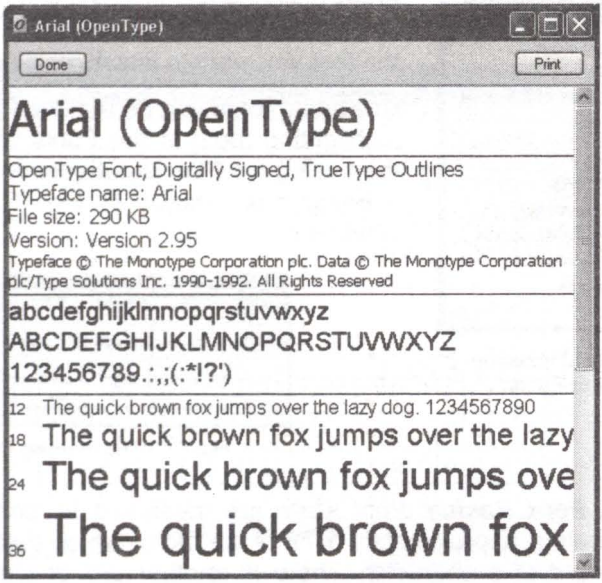

Arial (OpenType)
Done
Print
Arial (OpenType)
OpenType Font, Digitally Signed, TrueType Outlines
Typeface name: Arial
File size: 290 KB
Version: Version 2.95
Typeface © The Monotype Corporation plc. Data © The Monotype Corporation plc/Type Solutions Inc. 1990-1992. All Rights Reserved
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
123456789.:,;(:*!?')
12 The quick brown fox jumps over the lazy dog. 1234567890
18 The quick brown fox jumps over the lazy
24 The quick brown fox jumps ove
36 The quick brown fox

Fig. 6.10 Font Size Sample Window for a Selected Font.

You might find it interesting to know, that the Symbol font contains an abundance of Greek letters, while the Webdings and Wingdings Fonts contain special graphic objects, as shown in Fig. 6.11 below.

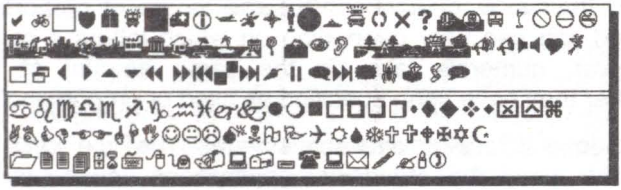


Fig. 6.11 Webdings (top) and Wingdings (bottom) Fonts.

We will explain shortly how such characters can be inserted into a document.

Fig. 6.12 Installing New Fonts.

New fonts can be installed by selecting the **File, Install New Font** menu command in the Fonts window, as shown in Fig. 6.12. This opens the Add Fonts dialogue box in which you have to specify the disc, folder and file in which the font you want to install resides.

Unwanted fonts can be removed by first highlighting them in the Fonts window, then using the **File, Delete** command. A warning box, shown in Fig. 6.13, is displayed.

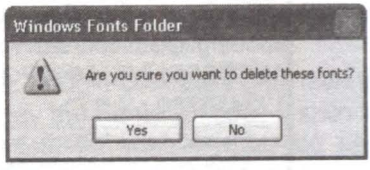


Fig. 6.13 The Warning Box.

Some Font Basics: Font sizes are measured in 'points' (a point being, approximately 1/72 of an inch), which determine the height of a character. There is another unit of character measurement called the 'pitch' which is the number of characters that can fit horizontally in one inch.

The spacing of a font is either 'fixed' (mono spaced) or 'proportional'. With fixed spacing, each character takes up exactly the same space, while proportionally spaced characters take up different spacing (an 'i' or a 't' take up less space than a 'u' or a 'w'). Thus the length of proportionally spaced text can vary depending on which letters it contains. However, numerals take up the same amount of space whether they have been specified as fixed or proportional.

Windows XP makes available several 'TrueType' fonts which can be used by Windows applications, such as word processors. TrueType are outline fonts that are rendered from line and curve commands. These types of fonts are scalable to any point size, can be rotated, and look exactly the same on the screen as they do when printed.

Controlling Characters

A useful feature in Windows is the Character Map, shown open in Fig. 6.14 below. This should be found in the **All Programs, Accessories, System Tools** menu.

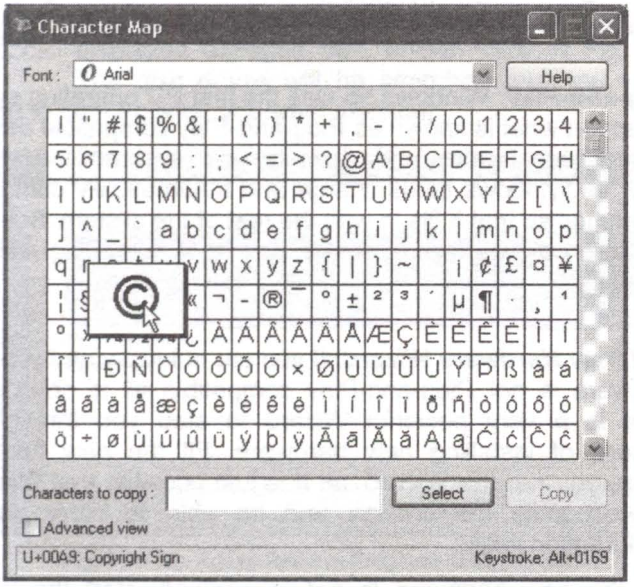


Fig. 6.14 Selecting a Character from the Character Map Utility.

You use this facility from an application, such as a word processor, when you need a special character, such as the 'copyright' sign © above, to be included in your document.

To copy a special character, not found on your keyboard, into your document, open the Character Map, select the **Font**, and click the character to enlarge it, as shown above, click the **Select** button, which places it in the **Characters to copy** box. When you have all the characters you want in this box, clicking the **Copy** button will copy them to the clipboard. Now, return to your application, make sure the insertion point is in the correct position and paste the characters there.

Adding Hardware to your System

Prior to Windows 95, it was difficult to add new hardware to your PC, particularly if you did not understand how a PC works. Since then, all Windows versions automate this process by including a set of software standards for controlling suitably designed hardware devices.

Plug-and-Play: Windows 95 was the first PC operating system to support what is known as Plug-and-Play compatible devices. Adding such hardware devices to your system is extremely easy, as Windows takes charge and automatically controls all its settings so that it fits in with the rest of the system. So, when you buy new hardware, make sure that it is Plug-and-Play compatible.

Add New Hardware Wizard: If you are not lucky and your new hardware is not Plug-and-Play compatible all is not lost, as there is a very powerful Wizard to step you through the process of installing new hardware. Fit the new hardware before you run the Wizard, as it is just possible that Windows will recognise the change and be able to carry out the configuration itself.

If the new hardware is not recognised, start the Wizard (Fig. 6.15) by double-clicking the **Add New Hardware** icon in the Control Panel, and follow the instructions. The Wizard searches your system for anything new, which takes a few seconds to complete. Eventually you should be given a list of any new hardware additions that are recognised.

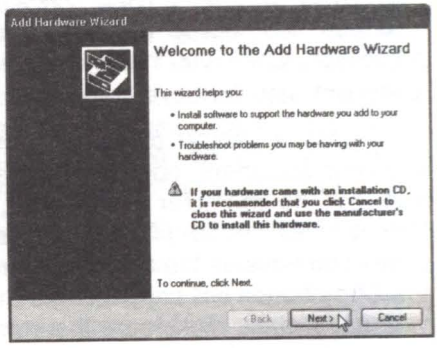

Add Hardware Wizard
Welcome to the Add Hardware Wizard
This wizard helps you:
• Install software to support the hardware you add to your computer.
• Troubleshoot problems you may be having with your hardware.
If your hardware came with an installation CD, it is recommended that you click Cancel to close this wizard and use the manufacturer's CD to install this hardware.
To continue, click Next.
< Back
Next >
Cancel

Fig. 6.15 The Add New Hardware Wizard.

Adding Software to your PC

Installing Windows applications is very easy with Windows XP.

Place the first disc, or the CD, with the software on it in its drive, double-click the **Add or Remove Programs** icon in the Control Panel and click the **Add New Programs** option button on the left of the displayed dialogue box, shown here in Fig. 6.16. The disc drives will be searched and you will be asked to confirm what you want installed.

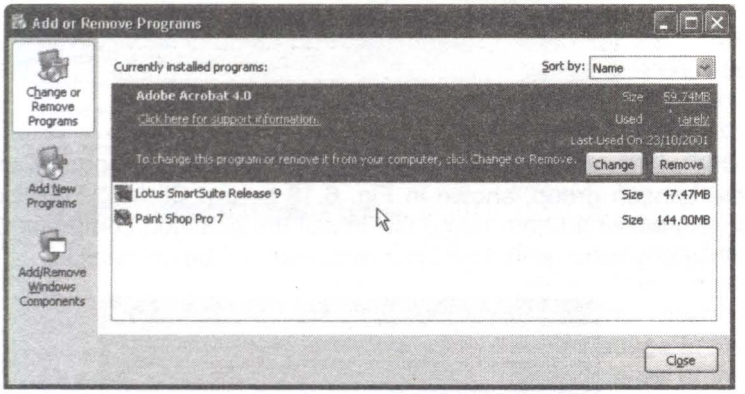


Fig. 6.16 The Add or Remove Programs Dialogue Box.

The **Change or Remove Programs** option icon only works for programs on your system that were specially written for Windows and are listed in the dialogue box (Fig. 6.16). Using this option removes all trace of the selected program from your hard disc. However, with earlier Windows programs, you will be left with the usual application set-up files on your system.

Adding/Removing Windows' Features

The **Add/Remove Windows Components** option icon in Fig. 6.16, allows you to install or remove specific Windows components at any time. To install or remove such features, open the dialogue box, shown in Fig. 6.17, highlight the group that you think will contain them and click the **Details** button.

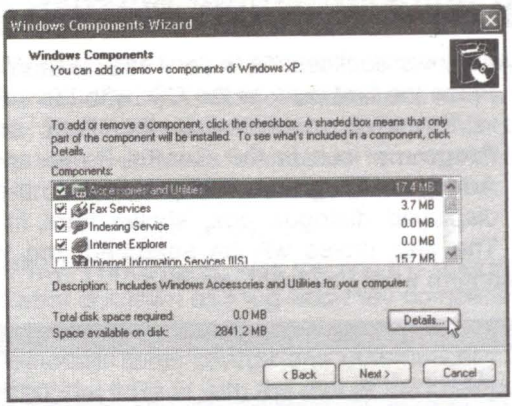

Windows Components Wizard
Windows Components
You can add or remove components of Windows XP.
To add or remove a component, click the checkbox. A shaded box means that only part of the component will be installed. To see what's included in a component, click Details.
Components:
Accessories and Utilities 17.4 MB
Fax Services 3.7 MB
Indexing Service 0.0 MB
Internet Explorer 0.0 MB
Internet Information Services (IIS) 15.7 MB
Description: Includes Windows Accessories and Utilities for your computer.
Total disk space required: 0.0 MB
Space available on disk: 2841.2 MB
Details...
< Back
Next >
Cancel

Fig. 6.17 The Windows Components Wizard.

This will examine your system and will list the components of the chosen group, shown in Fig. 6.18 below. Clicking the box to the left of an item name will install the selected component, while any items with their ticks removed, will be uninstalled.

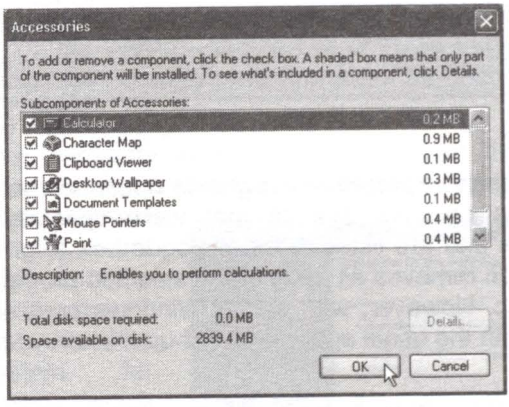

Accessories
To add or remove a component, click the check box. A shaded box means that only part of the component will be installed. To see what's included in a component, click Details.
Subcomponents of Accessories:
Calculator 0.2 MB
Character Map 0.9 MB
Clipboard Viewer 0.1 MB
Desktop Wallpaper 0.3 MB
Document Templates 0.1 MB
Mouse Pointers 0.4 MB
Paint 0.4 MB
Description: Enables you to perform calculations.
Total disk space required: 0.0 MB
Space available on disk: 2839.4 MB
Details...
OK
Cancel

Fig. 6.18 The Accessories Dialogue Box.

You will need to have the original Windows XP CD available, and when you have made the selections you want, keep clicking **OK** to carry out the required changes. It is easy to use up too much hard disc space with Windows XP features, so keep your eye on the **Total disk space required** entry.

Checking your Regional Settings

Most Windows application programs use Windows settings to determine how they display and handle, time, date, language, numbers, and currency. It is important that you ensure your system was correctly set up during the installation process.

Use the ***start***, **Control Panel** option, then double-click the **Regional and Language Options** icon, shown here, to open the tabbed dialogue box shown in Fig. 6.19 below.

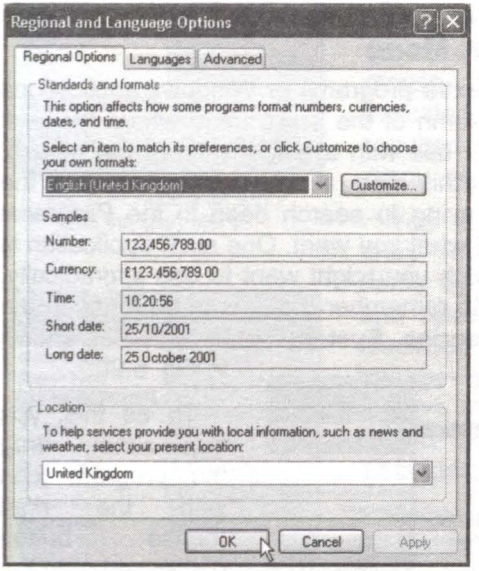


Fig. 6.19 The Regional Settings Properties Box.

Make sure the various entries are correct. If not, change them by clicking the down arrow to the right of an entry to display a drop-down list and select the most appropriate country and language in the tabbed pages of the dialogue box.

If, in the future, you start getting '$' signs, instead of '£' signs, or commas in numbers where you would expect periods, check your regional settings and click the **Customize** button to change the way currency, time, and date display. You will have to click the **Apply** button before any changes become effective.

To change the actual time and date of your computer's clock, double-click the clock displayed at the bottom right corner of the Windows screen.

Changing the Taskbar Menus

The Taskbar menu system, as we saw in an earlier chapter, is set up originally when Windows XP is installed, the ***start*** menu being standard, except for the limited addition of the most often used programs to the lower left column of the menu which, however, change with usage. The **All Programs** cascade menus are based on Windows set-up and on any previous Windows programs you had on your computer. Once you are a little familiar with Windows, we are sure you will want to tailor these menus to your own preferences.

Adding to the Start Menu

It is very easy to add extra programs or Windows applications to the top left-hand column of the ***start*** menu where they will always be available for use with a single click of the mouse. This can be useful, as this menu opens with one click of the ***start*** button without having to search deep in the Programs cascade menus to find what you want. One such application is the Character Map which you might want to use sporadically, but can't be bothered to remember that it is to be found in the **All Programs**, **Accessories**, **System Tools** folder, as shown in Fig. 6.20.

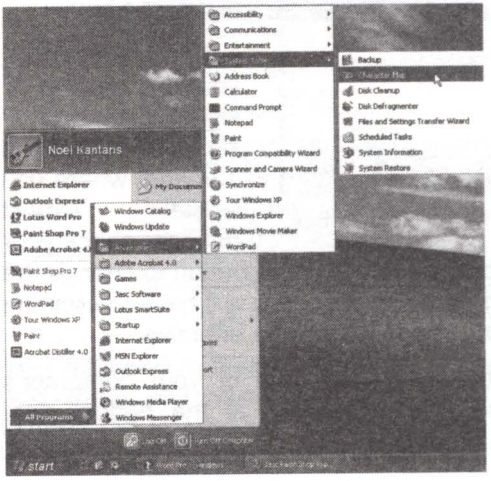


Fig. 6.20 The Location of Character Map.

To do this, you can simply drag the program icon with the right mouse button depressed onto the precise position you want it to appear on the top-left column of the ***start*** menu, as shown in Fig. 6.21 on the next page.

When you drag a single icon like this, the drag pointer changes as you move round the screen, to indicate what will happen if you release the mouse button at that location. As shown in Fig. 6.21, the pointer is over the top left column of the ***start*** menu and the black line and open arrow with the 'plus' sign in its bottom right corner shows the position at which the dragged entry will be added. Over some desktop features, including the right-hand column of the ***start*** menu, the arrow changes to a 'No entry' sign ⃠. Releasing the mouse button at the point indicated in Fig. 6.21 adds the required extra entry to the ***start*** menu, as shown in Fig. 6.22

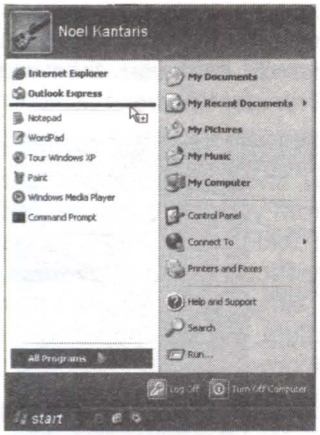


Fig. 6.21 Adding an Entry to the Start Menu.

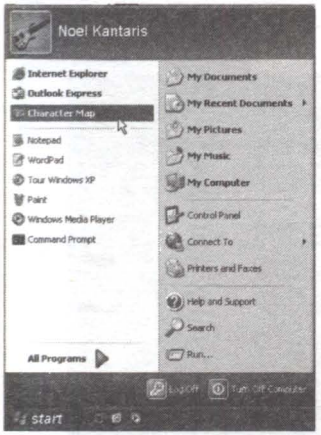


Fig. 6.22 An Added Entry in the Start Menu.

You can rename the added entry with a more appropriate name by right-clicking the entry and selecting **Rename** from the displayed shortcut menu. If you change your mind, you can remove an entry by right-clicking it and selecting **Remove from This List**.

Within reason, you can add a few more extra items to the ***start*** menu, but if this exceeds seven entries, then there is a corresponding decrease in the number of automatic entries at the bottom of the same column. Apart from the Character Map, we have also added our favourite word processing and graphics programs to the list.

Moving Files and Settings

If you are running Windows XP on a new computer and you want to move your data files and personal settings from your old computer to the new one, without having to go through the same configuration you did with your old computer, then you need to use The Files and Settings Transfer Wizard.

The Wizard can help you move easily and quickly your personal display properties, **Taskbar and Folder** options, and Internet browser and mail settings from your old computer and place them on the new one. Other folders and files that are also moved are **My Documents**, **My Pictures**, and **Favorites**. The transfer can be carried out either by a direct cable connection between the two computers, via a floppy drive or other removable media, or a network drive.

To start the process, you will need to run the Files and Settings Transfer Wizard on both your old and new machine. To do this on your old machine, place the Windows XP distribution CD in its CD-ROM drive and on the first intallation screen click the **Perform additional tasks** option to open the screen in Fig. 6.23.

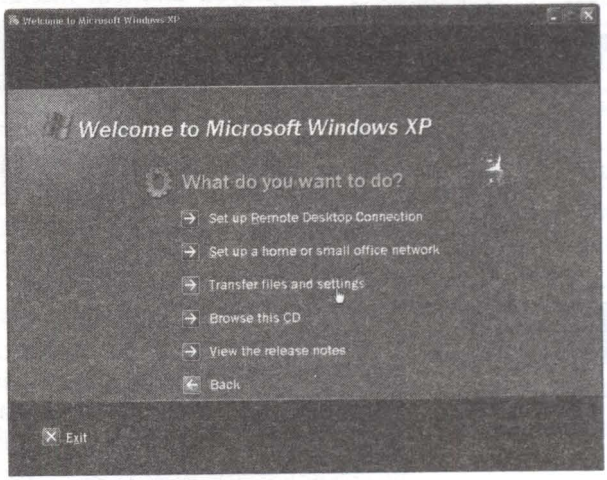

Welcome to Microsoft Windows XP
Welcome to Microsoft Windows XP
What do you want to do?
Set up Remote Desktop Connection
Set up a home or small office network
Transfer files and settings
Browse this CD
View the release notes
Back
Exit

Fig. 6.23 Selecting the Transfer Files and Setting Option from the Windows XP Distribution CD.

On that screen, click the **Transfer files and settings** option to start the Wizard on your old machine.

To open the Files and Settings Transfer Wizard on your new machine, use the ***start***, **All Programs**, **Accessories**, **System Tools** command, then click the **Files and Settings Transfer Wizard** option. This opens the first screen of the Wizard, as shown in Fig. 6.24.

Files and Settings Transfer Wizard
Welcome to the Files and Settings Transfer Wizard
This wizard helps you transfer files and settings from your old computer to your new one.
You can transfer settings for Internet Explorer and Outlook Express, as well as desktop and display settings, dial-up connections, and other types of settings.
The best way to use this wizard for transferring files and settings is to use either a direct cable connection or a network. Learn more about connecting your computers.
Please close any other programs before you continue.
To continue, click Next.
< Back
Next >
Cancel

Fig. 6.24 The Files and Settings Transfer Wizard.

In subsequent Wizard screens, on both machines, you are told:

- To state whether this is your new or old computer.
- To state which media you want to use for the creation of a Wizard disc which will contain all your relevant files and settings.
- To specify which files and folders you want to transfer. Don't go overboard with your selection here as it could take a very long time to accomplish the task.
- To go to the new computer with the newly created disc start the Wizard and complete the transfer.

The Games Folder

We will not spend long on this topic, but many people only seem to have a PC to use it for playing games, but maybe not the ones provided with Windows! If that is the case and your games folder was within the **My Documents** folder, you could use the File and Settings Wizard to transfer them to your new computer. Alternatively, you could reinstall them which might be the best choice.

Our version of Windows XP placed the eleven games shown below in the **Games** folder of the **All Programs** menu.

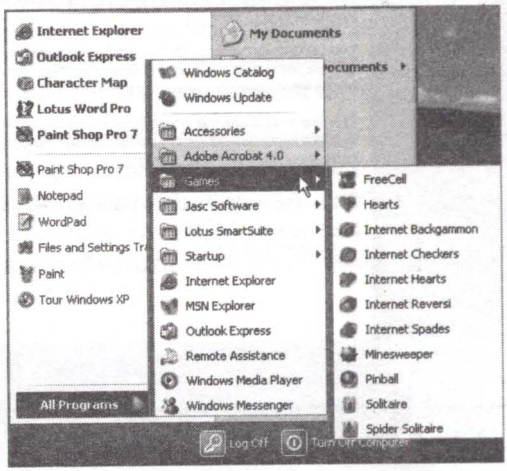


Fig. 6.25 The Games Folder.

Of these, five games require you to connect to the Internet to find opponents of different skill levels, while the other six can be played without additional expense. Classic Hearts can be played over a network against real opponents or against opponents supplied by the computer. FreeCell is a patience based game, while Classic Solitaire, Minesweeper, Spider Solitaire are designed to help with mouse skills. Pinball is a 3D arcade type game with impressive sounds that tests your reactions.

All of these games come with quite good Help sections and we will leave it to you to explore these games at your leisure!

7

E-mail with Outlook Express

To be able to communicate electronically with the rest of the world, many users will need to connect their PC through a modem to an active phone line. This is a device that converts data so that it can be transmitted over the telephone system. Installing such a modem is quite easy with Windows XP.

Modem Properties

Before using your modem, check to ensure it is correctly configured. To do this, double-click the **Phone and Modem Options** icon in the Control Panel. Windows will open the relevant dialogue box which we show on the left in Fig. 7.1 with its Modems tab selected. Click the **Properties** button, then select the Diagnostics tab and click the **Query Modem** button. If it displays the word 'success' your modem is working fine.

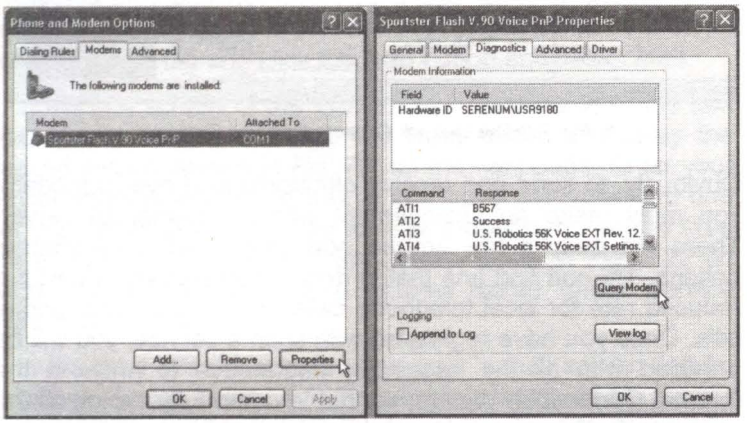
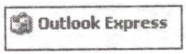


Fig. 7.1 Performing a Diagnostic Test on your Modem.

Microsoft Outlook Express

Windows XP comes with the very powerful mail and news facility, Outlook Express 6, built into it, which makes it very easy for you to send and receive e-mail messages. The program should already have been added to your PC by **Setup** (an entry being placed on the ***start*** menu left column. To start the program, left-click the menu option, shown here which displays the screen shown in Fig. 7.2 below.



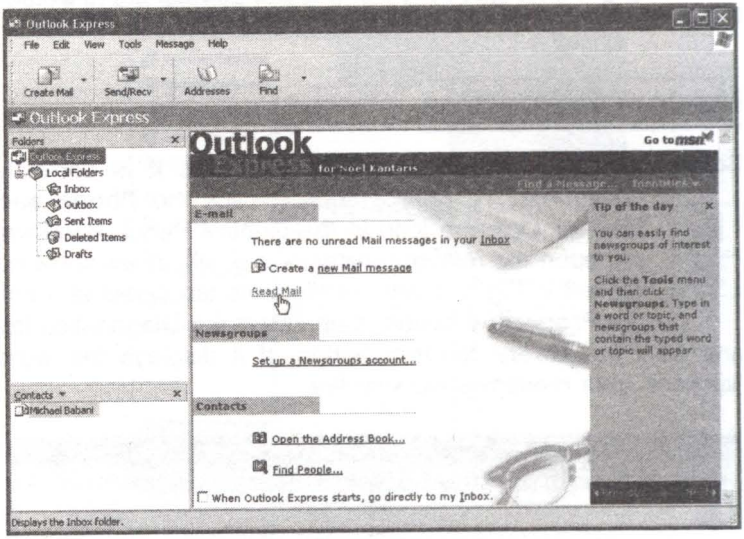


Fig. 7.2 The Outlook Express Opening Screen.

Obviously, to send and receive electronic mail over a modem, you must make an arrangement with a commercial server. There are quite a few around now, and most have Internet options. Try and find one that is free or can provide you with a reduced rate for local telephone calls, to minimise your phone bills. Once you have registered with such a service, you will be provided with all the necessary information to enter in the Internet Connection Wizard, so that you can fully exploit all the available facilities.

Connecting to your Server

To tell Outlook Express how to connect to your server's facilities, you must complete your personal e-mail connection details in the Internet Connection Wizard shown in Fig. 7.3, which opens when you first attempt to use the Read Mail facility pointed to in Fig. 7.2.

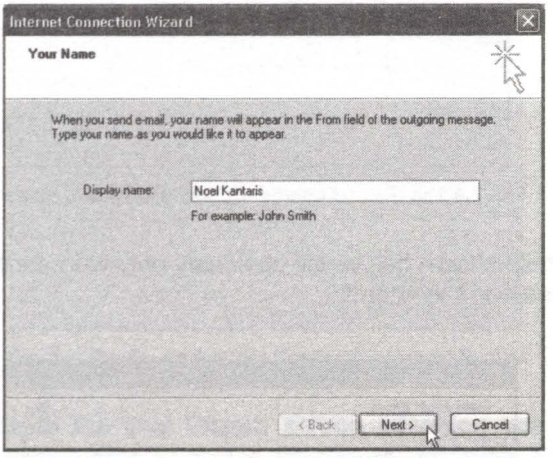

Internet Connection Wizard
Your Name
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.
Display name:
Noel Kantaris
For example: John Smith
< Back
Next >
Cancel

Fig. 7.3 The First Internet Connection Wizard Screen.

If the Wizard does not open, or if you want to change your connection details, use the **Tools**, **Accounts** menu command, select the mail tab and click the **Add** button and select **Mail**.

In the first screen of the Wizard, type your name in the text box, shown above, and click the **Next** button to display the second screen, shown in Fig. 7.4 on the next page. Enter your e-mail address in the text box, if you have not organised one yet you could always sign up for free e-mail with Hotmail (see the extreme right column of the screen dump in Fig. 3.22 on page 46). Hotmail is a free browser-based e-mail service owned by Microsoft.

In the third Wizard screen enter your e-mail server details, as shown for us in Fig. 7.5. To complete some of the details here you may need to ask your Internet Service Provider (ISP), or system administrator, for help.

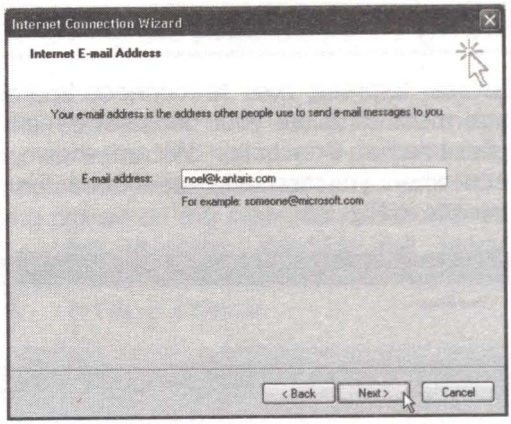

Internet Connection Wizard
Internet E-mail Address
Your e-mail address is the address other people use to send e-mail messages to you.
E-mail address:
noel@kantaris.com
For example: someone@microsoft.com
< Back
Next >
Cancel

Fig. 7.4 The Second Internet Connection Wizard Screen.

The details shown below will obviously only work for the writer, so please don't try them!

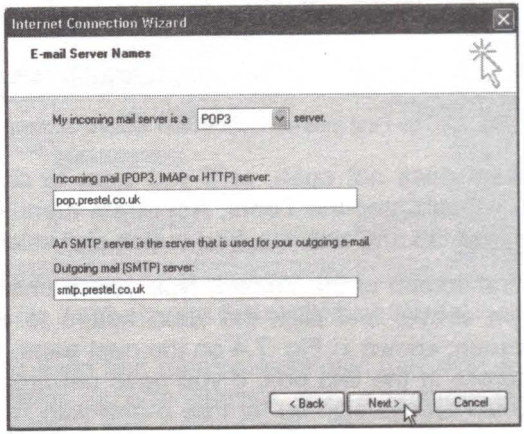


Fig. 7.5 The Third Internet Connection Wizard Screen.

The next Wizard screen asks for your user name and password. Both these would have been given to you by your ISP. Type these in, as shown for us in Fig. 7.6, and click the **Next** button.

If you select the **Remember password** option in this box, you will not have to enter these details every time you log on. **BUT** it may not be wise to do this if your PC is in a busy office - for security reasons.

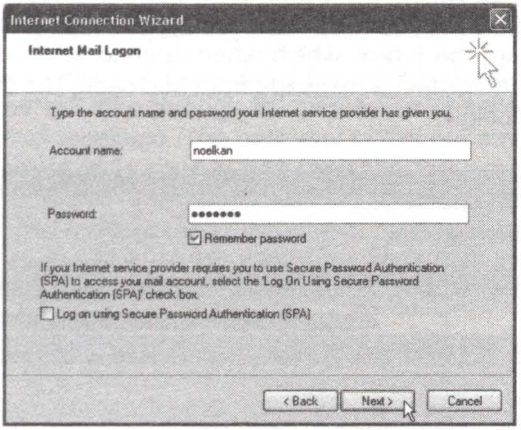

Internet Connection Wizard
Internet Mail Logon
Type the account name and password your Internet service provider has given you.
Account name:
noelkan
Password:
Remember password
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.
Log on using Secure Password Authentication (SPA)
< Back
Next >
Cancel

Fig. 7.6 The Fourth Internet Connection Wizard Screen.

This leads to the final Wizard screen informing you of your success, which completes the procedure, so press **Finish** to return you to the Internet Accounts dialogue box, with your new account set up as shown below for us.

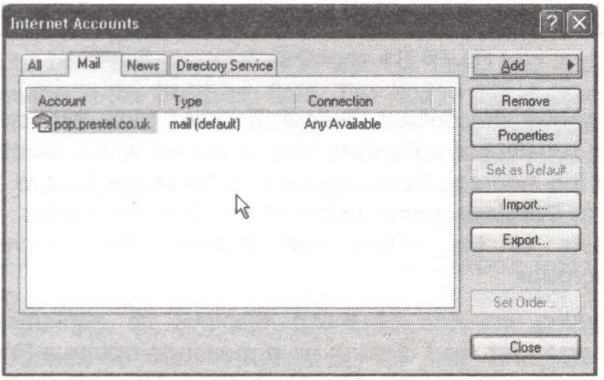


Fig. 7.7 The Internet Accounts Dialogue Box.

In the future, selecting the account in this box and clicking the **Properties** button will give you access to the settings sheets (to check, or change, your details).

Once your connection is established, you can click the **Read Mail** coloured link, or the **Inbox** entry in the **Folder List** on the left side of the Outlook Express opening window. Both of these actions open the Inbox, which when opened for the first time, will probably contain a message from Microsoft, like that shown in Fig. 7.8 below.

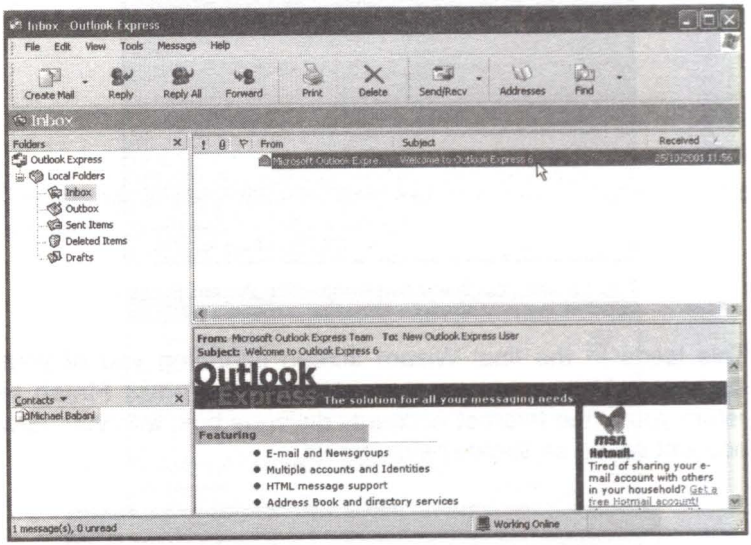


Fig. 7.8 The Inbox Outlook Express Screen.

This shows the default Outlook Express Main window layout, which consists of a **Folders List** to the left with a **Contacts** list (from the Address Book) below it, a **Message List** to the right and a **Preview** pane below that. The list under **Folders** contains all the active mail folders, news servers and newsgroups.

Clicking on one of these displays its contents in the **Message List**, and clicking on a message opens a Preview of it below for you to see. Double-clicking on a message opens the message in its own window.

A Trial Run

To check your mail, click the **Send/Recv** toolbar icon which will connect you to the Internet and download any new messages from your mailbox to your hard disc. You can then read and process your mail at your leisure without necessarily still being connected to the Internet.

Before explaining in more detail the main features of Outlook Express we will step through the procedure of sending a very simple e-mail message. The best way to test out any unfamiliar e-mail features is to send a test message to your own e-mail address. This saves wasting somebody else's time, and the message can be very quickly checked to see the results. To start, click the **New Mail** icon to open the New Message window, shown in Fig. 7.9 below.

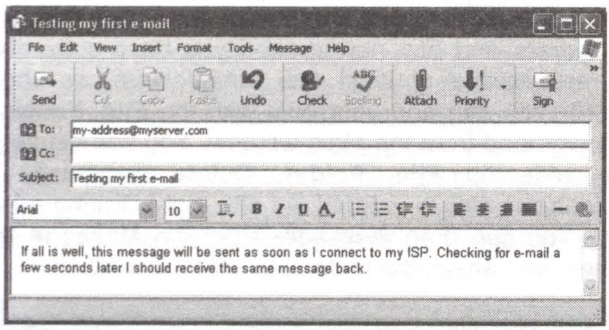

Testing my first e-mail
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign
To: my-address@myserver.com
Cc:
Subject: Testing my first e-mail
Arial 10
If all is well, this message will be sent as soon as I connect to my ISP. Checking for e-mail a few seconds later I should receive the same message back.

Fig. 7.9 Creating a New E-mail.

Type your own e-mail address in the **To:** field, and a title for the message in the **Subject:** field. The text in this subject field will form a header for the message when it is received, so it helps to show in a few words what the message is about. Type your message and when you are happy with it, click the **Send** toolbar icon shown here.

By default, your message is stored in an **Outbox** folder, and pressing the **Send/Recv** toolbar icon will connect to the Internet and then send it, hopefully straight into your mailbox. When Outlook Express next checks for mail, it will find the message and download it into the Inbox folder, for you to read and enjoy!

The Main Outlook Express Window

After the initial opening window, Outlook Express uses three other main windows, which we will refer to as: the Main window which opens next; the Read Message window for reading your mail; and the New Message window, to compose your outgoing mail messages.

The Main window consists of a toolbar, a menu, and five panes with the default display shown in our example in Fig. 7.8. You can choose different pane layouts, and customise the toolbar, with the **View**, **Layout** menu command, but we will let you try these for yourself.

The Folders List

The **Folders** pane contains a list of your mail folders, your news servers and any newsgroups you have subscribed to. There are always at least five mail folders, as shown in Fig. 7.10. You can add your own with the **File**, **Folder**, **New** menu command from the Main window. You can delete added folders with the **File**, **Folder**, **Delete** command. These operations can also be carried out after right-clicking a folder in the list. You can drag messages from the **Message** list and drop them into any of the folders, to 'store' them there.

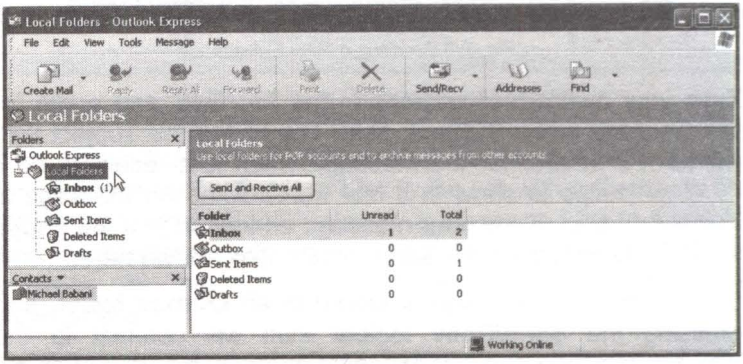


Fig. 7.10 The Local Folders Pane.

Note the icons shown above, any new folders you add will have the same icon as that of the first added folder.

The Contacts Pane

This pane simply lists the contacts held in your Address Book. Double-clicking on an entry in this list opens a New Message window with the message already addressed to that person.

The Message List

When you select a folder, by clicking it in the **Folders** list, the **Message** list shows the contents of that folder. Brief details of each message are displayed on one line, as shown in Fig. 7.11.

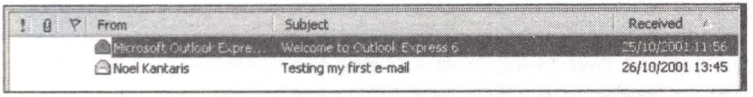


Fig. 7.11 Received Messages in Ascending Date Order.

The first column shows the message priority, if any, the second shows whether the message has an attachment, and the third shows whether the message has been 'flagged'. All of these are indicated by icons on the message line. The 'From' column shows the message status icon (listed on the next page) and the name of the sender, 'Subject' shows the title of each mail message, and 'Received' shows the date it reached you. You can control what columns display in this pane with the **View**, **Columns** menu command.

To sort a list of messages, you can click the mouse pointer in the title of the column you want the list sorted on, clicking it again will sort it in reverse order. The sorted column is shown with a triangle mark, as shown in Fig. 7.12 below.

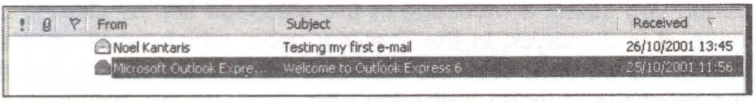


Fig. 7.12 Received Messages in Descending Date Order.

As seen on the screen dump above, the received messages have been sorted by date, with the most recently received message appearing at the top. This is our preferred method of display.

Message Status Icons

This icon	Indicates this
	The message has one or more files attached.
	The message has been marked high priority by the sender.
	The message has been marked low priority by the sender.
	The message has been read. The message heading appears in light type.
	The message has not been read. The message heading appears in bold type.
	The message has been replied to.
	The message has been forwarded.
	The message is in progress in the Drafts folder.
	The message is digitally signed and unopened.
	The message is encrypted and unopened.
	The message is digitally signed, encrypted and unopened.
	The message is digitally signed and has been opened.
	The message is encrypted and has been opened.
	The message is digitally signed and encrypted, and has been opened.
	The message has responses that are collapsed. Click the icon to show all the responses (expand the conversation).
	The message and all of its responses are expanded. Click the icon to hide all the responses (collapse the conversation).
	The unread message header is on an IMAP server.
	The opened message is marked for deletion on an IMAP server.
	The message is flagged.
	The IMAP message is marked to be downloaded.
	The IMAP message and all conversations are marked to be downloaded.
	The individual IMAP message (without conversations) is marked to be downloaded.

Fig. 7.13. Table of Message Status Icons.

The Preview Pane

When you select a message in the Message list, by clicking it once, it is displayed in the Preview pane, which takes up the rest of the window. This lets you read the first few lines to see if the message is worth bothering with. If so, double-clicking the header, in the Message list, will open the message in the Read Message window, as shown later in the chapter.

You could use the Preview pane to read all your mail, especially if your messages are all on the short side, but it is easier to process them from the Read Message window.

The Main Window Toolbar

Selecting any one of the local folders displays the following buttons on Outlook's toolbar.

Opens the New Message window for creating a new mail message, with the To: field blank.

Opens the New Message window for replying to the current mail message, with the To: field pre-addressed to the original sender. The original Subject field is prefixed with Re:.

Opens the New Message window for replying to the current mail message, with the To: field pre-addressed to all that received copies of the original message. The original Subject field is prefixed with Re:.

Opens the New Message window for forwarding the current mail message. The To: field is blank. The original Subject field is prefixed with Fw:.

Prints the selected message.

Deletes the currently selected message and places it in the Deleted Items folder.

Connects to the mailbox server and downloads waiting messages, which it places in the Inbox folder. Sends any messages waiting in the Outbox folder.

Opens the Address Book.

Finds a message or an e-mail address using Find People facilities of the Address Book.

The Read Message Window

If you double-click a message in the Message list of the Main window the Read Message window is opened, as shown below.

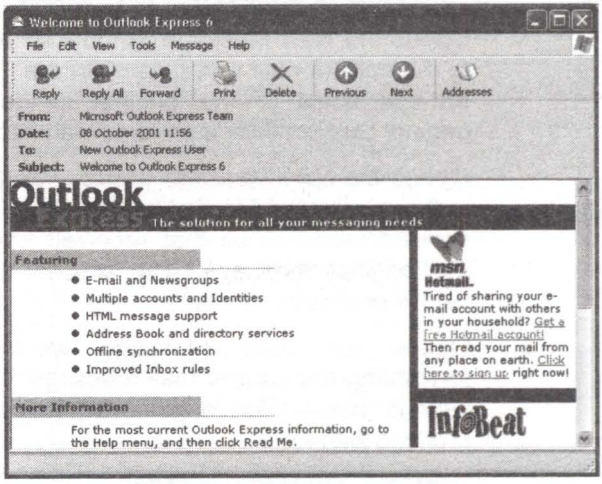

Welcome to Outlook Express 6
File Edit View Tools Message Help
Reply Reply All Forward Print Delete Previous Next Addresses
From: Microsoft Outlook Express Team
Date: 08 October 2001 11:56
To: New Outlook Express User
Subject: Welcome to Outlook Express 6
Outlook
The solution for all your messaging needs
Featuring
E-mail and Newsgroups
Multiple accounts and Identities
HTML message support
Address Book and directory services
Offline synchronization
Improved Inbox rules
msn
Hotmail.
Tired of sharing your e-mail account with others in your household? Get a free Hotmail account! Then read your mail from any place on earth. Click here to sign up right now!
More Information
For the most current Outlook Express information, go to the Help menu, and then click Read Me.
InfoBeat

Fig. 7.14 The Read Message Window.

This is the best window to read your mail in. It has its own menu system and Toolbar, which lets you rapidly process and move between the messages in a folder.

The Read Message Toolbar

This window has its own Toolbar, but only two icons are different from those in the Main window.

Previous - Displays the previous mail message in the Read Message window. The button appears depressed if there are no previous messages.

Next - Displays the next mail message in the Read Message window. The button appears depressed if there are no more messages.

Creating New Messages

We briefly looked into the creation of a new message and the New Message window earlier in the chapter (Fig. 7.9). However, before we activate this window again and discuss it in detail, let us first create a signature to be appended to all outgoing messages.

Your Own Signature

You create a signature from the Main window using the **Tools, Options** command which opens the Options dialogue box shown below when its Signature tab is selected and the **New** button is clicked.

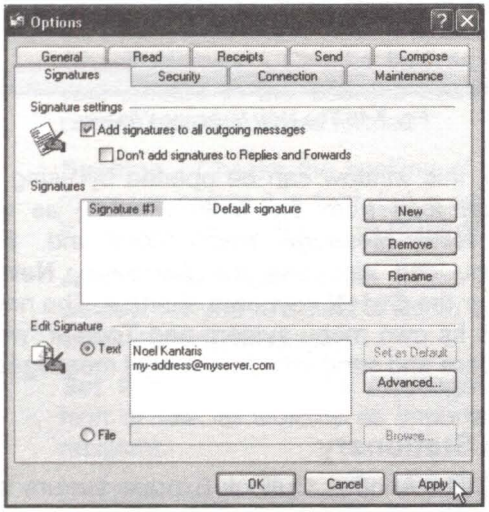


Fig. 7.15 The Options Dialogue Box.

You could also create a more fancy signature file in a text editor like Notepad, or WordPad, including the text and characters you want added to all your messages, and point to it in the **File** section of this box. You could choose to **Add signatures to all outgoing messages** which is preferable, or you could leave this option blank and use the **Insert, Signature** command from the New Message window menu system.

The New Message Window

This is the window, shown below, that you will use to create any messages you want to send electronically from Outlook Express. It is important to understand its features, so that you can get the most out of it.

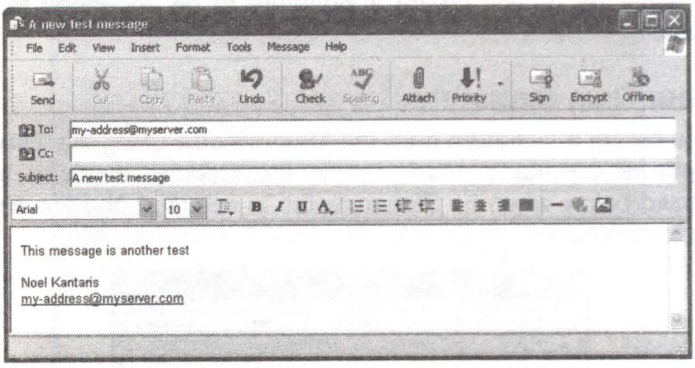

A new test message
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
To: my-address@myserver.com
Cc:
Subject: A new test message
Arial 10
This message is another test
Noel Kantaris
my-address@myserver.com

Fig. 7.16 The New Message Window.

As we saw, this window can be opened by using the **Create Mail** Toolbar icon from the Main window, as well as the **Message, New Message** menu command. From other windows you can also use the **Message, New Message** command, or the **Ctrl+N** keyboard shortcut. The newly opened window has its own menu system and Toolbar, which let you rapidly prepare and send your new e-mail messages.

Message Stationery

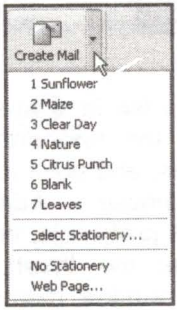


Fig. 7.17 Stationery.

Another Outlook Express feature is that it lets you send your messages on pre-formatted stationery for added effect.

To access these, click the down arrow next to the **Create Mail** button in the Main window and either select from the **1** to **7** list, as shown here, or use the **Select Stationery** command to open a box with many more stationery types on offer.

The New Message Toolbar

The icons on the New Message Toolbar window have the following functions:

Send Message - Sends message, either to the recipient, or to the **Outbox** folder.

Cut - Cuts selected text to the Windows clipboard.

Copy - Copies selected text to the Windows clipboard.

Paste - Pastes the contents of the Windows clipboard into the current message.

Undo - Undoes the last editing action.

Check Names - Checks that names match your entries in the address book, or are in correct e-mail address format.

Spelling - Checks the spelling of the current message before it is sent, but is only available if you have Word, Excel, or PowerPoint.

Attach File - Opens the Insert Attachment window for you to select a file to be attached to the current message.

Set Priority - Sets the message priority as high or low, to indicate its importance to the recipient.

Digitally sign message - Adds a digital signature to the message to confirm to the recipient that it is from you.

Encrypt message - Encodes the message so that only the recipient can read it.

Work Offline - Closes connection to the Internet so that you can process your mail offline. The button then changes to **Work Online.**

Message Formatting

Outlook Express provides quite sophisticated formatting options for an e-mail editor from both the **Format** menu and toolbar. These only work if you prepare the message in HTML format, as used in Web documents. You can set this to be your default mail sending format using the Send tab in the **Tools**, **Options** box.

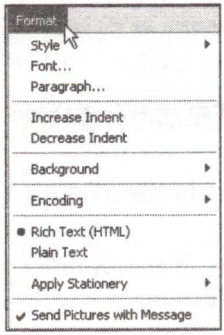


Fig. 7.18 The Format Sub-menu.

To use the format for the current message only, select **Rich Text (HTML)** from the **Format** menu, as we have done here. If **Plain Text** is selected, the black dot will be placed against this option on the menu, and the formatting features will not then be available.

The **Format** toolbar shown below is added to the New Message window when you are in HTML mode and all the **Format** menu options are then made active.

Fig. 7.19 The Format Toolbar.

All of the formatting features are well covered elsewhere in the book so we will not repeat them now. Most of them are quite well demonstrated in Microsoft's opening message to you. You should be able to prepare some very easily readable e-mail messages with these features, but remember that not everyone will be able to read the work in the way that you spent hours creating. Only e-mail programs that support MIME (Multi-purpose Internet Mail Extensions) can read HTML formatting. When your recipient's e-mail program does not read HTML, and many people choose not to, the message appears as plain text with an HTML file attached.

Note: At the risk of being called boring we think it is usually better to stick to plain text without the selection of any message stationery; not only can everyone read it, but it is much quicker to transmit and deal with.

Using E-mail Attachments

If you want to include an attachment to your main e-mail message, you simply click the **Attach** toolbar button in the New Message window, as shown in Fig. 7.20 below.

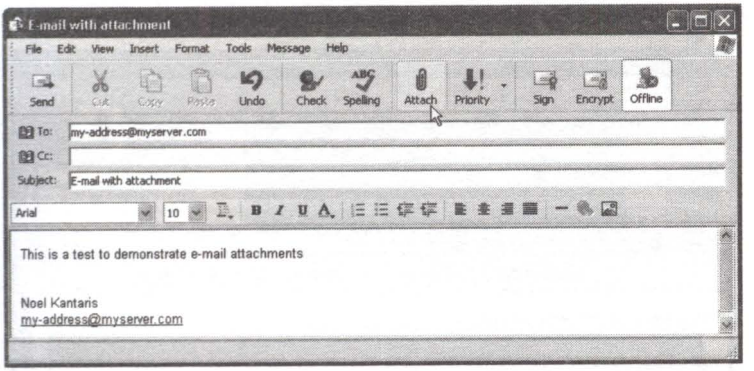

E-mail with attachment
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
To: my-address@myserver.com
Cc:
Subject: E-mail with attachment
Arial 10
This is a test to demonstrate e-mail attachments
Noel Kantaris
my-address@myserver.com

Fig. 7.20 Adding an Attachment to an E-mail.

This opens the Insert Attachment dialogue box (Fig. 7.21), for you to select the file, or files, you want to go with your message.

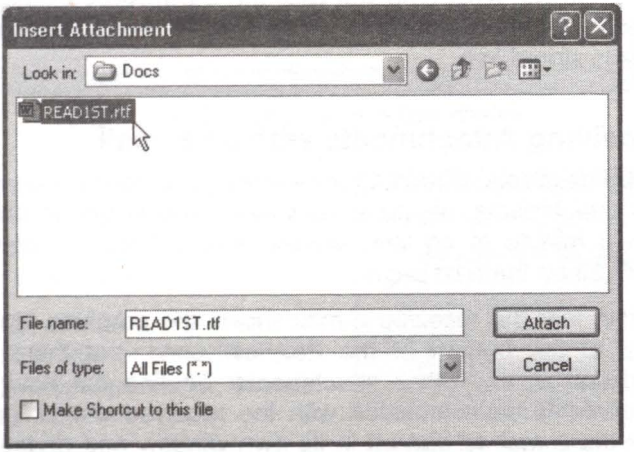


Fig. 7.21 The Insert Attachment Dialogue Box.

In Outlook Express the attached files are placed below the **Subject** text box. In Fig. 7.22 we show two attachments, each with a distinctive icon that tells the recipient what each file is; the first a graphics **.jpg** file, the second a text **.rtf** document. It is only polite to include in your e-mail a short description of what the attachments are, and which applications were used to create them; it will help the recipient to decipher them.

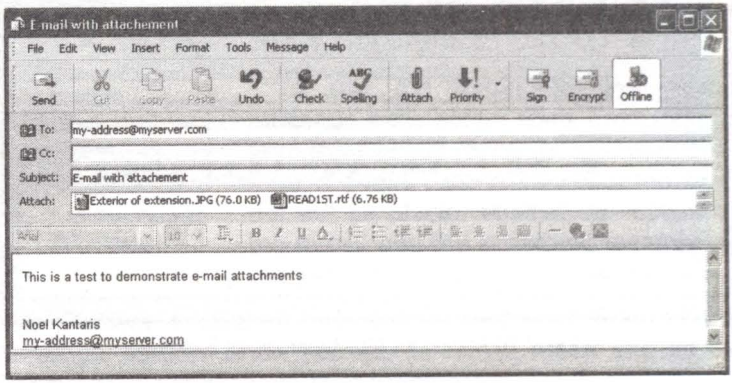

E-mail with attachement
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
To: my-address@myserver.com
Cc:
Subject: E-mail with attachement
Attach: Exterior of extension.JPG (76.0 KB) READ1ST.rtf (6.76 KB)
This is a test to demonstrate e-mail attachments
Noel Kantaris
my-address@myserver.com

Fig. 7.22 Adding an Attachment to an E-mail.

Clicking the **Send** icon on the toolbar, puts each e-mail (with its attachments, if any) in Outlook's **Outbox** folder. Next time you click the **Send/Recv** toolbar icon, Outlook Express connects to your ISP and sends all the e-mails stored in it.

Receiving Attachments with an E-mail

To demonstrate what happens when you receive an e-mail with attachments, we have sent the above e-mail to our ISP, then a minute or so later we received it back, as shown in Fig. 7.23 on the next page.

Note that the received e-mail shows the graphics (**.jpg**) file open at the bottom of the **Preview** pane, but there is no indication of any other attachments. To find out how many attachments were included with the received e-mail, double-click the e-mail to open it in its own window and reveal all of them in the **Attach** box shown in Fig. 7.24 on the next page.

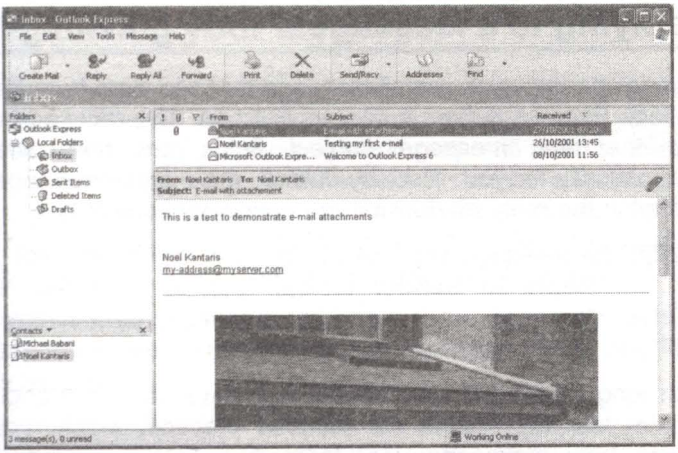


Fig. 7.23 A Received E-mail with Attachments.

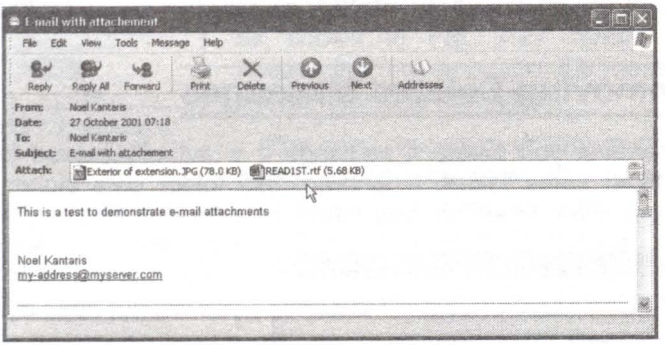

E-mail with attachement
File Edit View Tools Message Help
Reply Reply All Forward Print Delete Previous Next Addresses
From: Noel Kantaris
Date: 27 October 2001 07:18
To: Noel Kantaris
Subject: E-mail with attachement
Attach: Exterior of extension..JPG (78.0 KB) READ1ST.rtf (5.68 KB)
This is a test to demonstrate e-mail attachments
Noel Kantaris
my-address@myserver.com

Fig. 7.24 An E-mail Opened in its Own Window.

To view or save an attachment file, left-click its entry on the list. This opens the Warning box shown in Fig. 7.25.

Each attached file can be opened in situ or saved to disc by selecting **Open it** or **Save it to disk**.

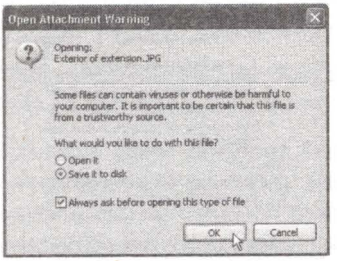

Open Attachment Warning
Opening:
Exterior of extension..JPG
Some files can contain viruses or otherwise be harmful to your computer. It is important to be certain that this file is from a trustworthy source.
What would you like to do with this file?
Open it
Save it to disk
Always ask before opening this type of file
OK
Cancel

Fig. 7.25 The Open Attachment Warning Window.

Replying to a Message

When you receive an e-mail message that you want to reply to, Outlook Express makes it very easy to do. The reply address and the new message subject fields are both added automatically for you. Also, by default, the original message is quoted in the reply window for you to edit as required.

With the message you want to reply to still open, click the **Reply to Sender** toolbar icon to open the New Message window and the message you are replying to will, by default, be placed under the insertion point.

With long messages, you should not leave all of the original text in your reply. This can be bad practice, which rapidly makes new messages very large and time consuming to download. You should usually edit the quoted text, so that it is obvious what you are referring to. A few lines may be enough.

Removing Deleted Messages

Whenever you delete a message it is actually moved to the Deleted Items folder. If ignored, this folder gets bigger and bigger over time, so you need to check it frequently and manually re-delete messages you are sure you will not need again.

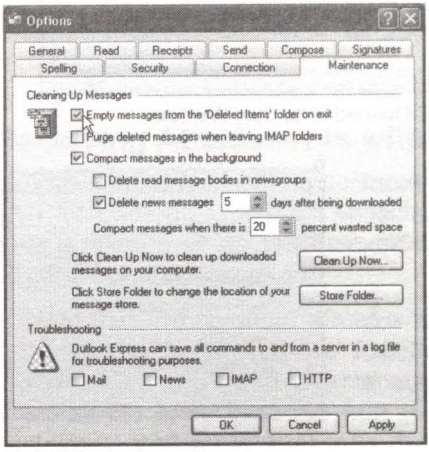


Fig. 7.26 Cleaning up Messages.

If you are confident that you will not need this safety net, you can opt to **Empty messages from the 'Deleted Items' folder on exit** in the Maintenance tab settings of the **Tools**, **Options** box, opened from the Main window, as shown in Fig. 7.26.

Organising your Messages

Perhaps most of the e-mail messages you get will have no 'long term' value and will be simply deleted once you have dealt with them. Some however you may well need to keep for future reference. After a few weeks it can be surprising how many of these messages can accumulate. If you don't do something with them they seem to take over and slow the whole process down. That is the reason for the **Folders List**.

As we saw earlier you can open and close new folders in this area, and can move and copy messages from one folder into another.

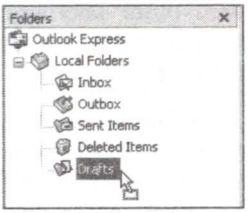


Fig. 7.27 Moving a Message.

To move a message, you just select its header line in the **Message List** and with the left mouse button depressed 'drag' it to the folder in the **Folders List**, as shown in Fig. 7.27. When you release the mouse button, the message will be moved to that folder.

The copy procedure is very much the same, except you must also have the **Ctrl** key depressed when you release the mouse button. You can tell which operation is taking place by looking at the mouse pointer. It will show a '+' when copying, as on the right.

The System Folders

Outlook Express has five folders which it always keeps intact and will not let you delete. Some of these we have met already.

The ***Inbox*** holds all incoming messages; you should delete or move them from this folder as soon as you have read them.

The ***Outbox*** holds messages that have been prepared but not yet transmitted. As soon as the messages are sent they are automatically removed to the **Sent Items** folder. You can then decide whether to 'file' your copies of these messages, or whether to delete them. As we saw earlier, deleted messages are placed in the **Deleted Items** folder as a safety feature.

The **Drafts** folder is used to hold a message you closed down without sending it - the program will ask you whether to save such a message in this folder. We also use the **Drafts** folder to store our message pro-formas and unfinished messages that will need more work before they can be sent.

Spell Checking

Many of the e-mail messages we receive seem to be full of errors and spelling mistakes. Some people do not seem to read their work before clicking the **Send** button. With Outlook Express this should be a thing of the past, as the program is linked to the spell checker that comes with other Microsoft programs. If you do not have any of these, the option will be greyed out, meaning that it is not available.

To try it out, prepare a message in the New Message window, but make an obvious spelling mistake, maybe like ours below. Pressing the **Spelling** toolbar button, the **F7** function key, or using the **Tools, Spelling** menu command, reveals the drop-down sub-menu shown below in Fig. 7.28.

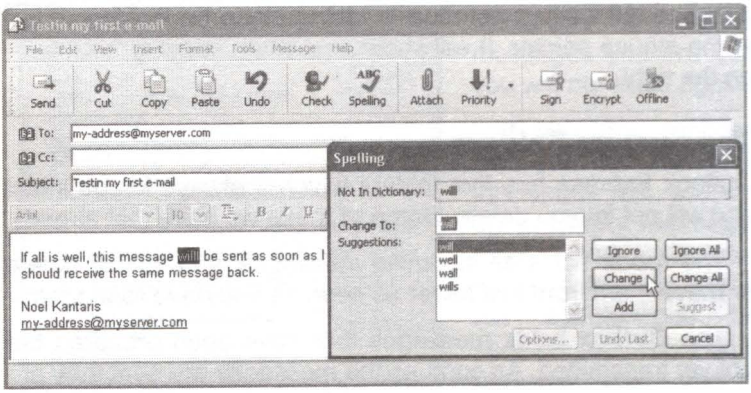


Fig. 7.28 Using the Spell Checker.

Any words not recognised by the checker will be flagged up as shown. If you are happy with the word just click one of the **Ignore** buttons, if not, you can type a correction in the **Change To:** field, or accept one of the **Suggestions:**, and then click the **Change** button. With us the **Options** button always seemed 'greyed out', but you can get some control over the spell checker on the settings sheet opened from the main Outlook Express menu with the **Tools**, **Options** command, and then clicking the Spelling tab.

The available options, as shown in Fig. 7.29, are self-explanatory so we will not dwell on them. If you want every message to be checked before it is sent, make sure you select the **Always check spelling before sending** option.

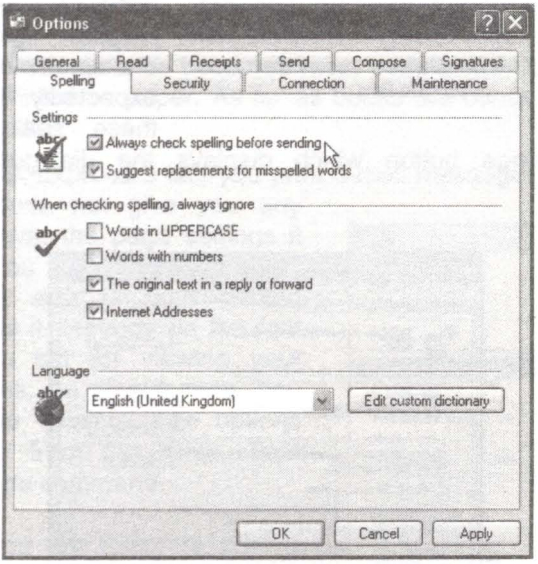


Fig. 7.29 The Options Spelling Dialogue Box.

In the above dialogue box, you could also choose to have the Spell Checker ignore **Words with numbers**, if you so wished, before clicking the **Apply** button.

Connection at Start-up

While you are looking at the program settings, open the **Tools**, **Options**, Connection tabbed sheet, shown in Fig. 7.30.

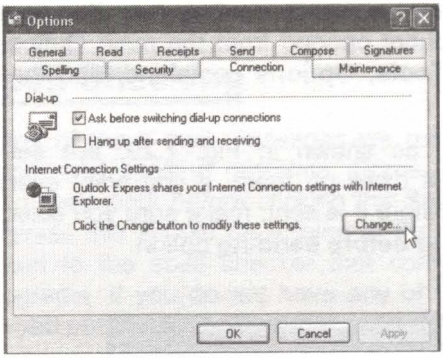


Fig. 7.30 The Options Connection Dialogue Box.

This gives you some control of what happens when you open Outlook Express, depending on your connection settings for Internet Explorer. If you have a modem connection to the Internet, it can be annoying when a program goes into dial-up mode un-expectedly. To look at these settings, click the **Change** button which displays the dialogue box in Fig. 7.31.

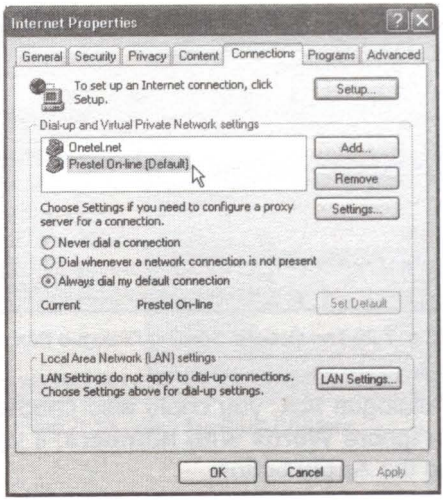


Fig. 7.31 The Internet Properties Dialogue Box.

Next, select the **Never dial a connection** option so that you only 'go on line' (as long as you have not chosen to **Work Offline** from the **File** menu option), when you click the **Send/Recv** toolbar icon shown here. If you have more than one Internet connection, the down arrow to the right of the icon lets you select which one to use.

If, on the other hand, you have a permanent Internet connection, you might like to deselect the **Never dial a connection** option.

Printing your Messages

It was originally thought by some, that computers would lead to the paperless office. That has certainly not proved to be correct. It seems that however good our electronic communication media becomes most people want to see the results printed on paper. As far as books are concerned, long may that last!

Outlook Express 5 lets you print e-mail messages to paper, but it does not give you any control over the page settings it uses. You can, however, alter the font size of your printed output as it depends on the font size you set for viewing your messages. As shown here, you have five 'relative' size options available from the **View**, **Text Size** menu command.

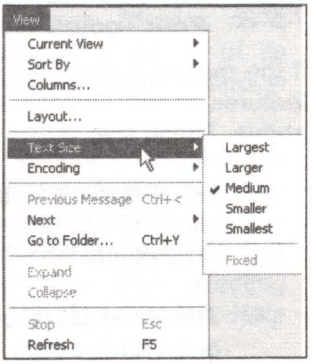


Fig. 7.32 The View Menu.

When you are ready to print a message in the Read Message window, use the **Ctrl+P** key combination, or the **File**, **Print** menu command, to open the Print dialogue box shown in Fig. 7.33 on the next page with its General tab selected.

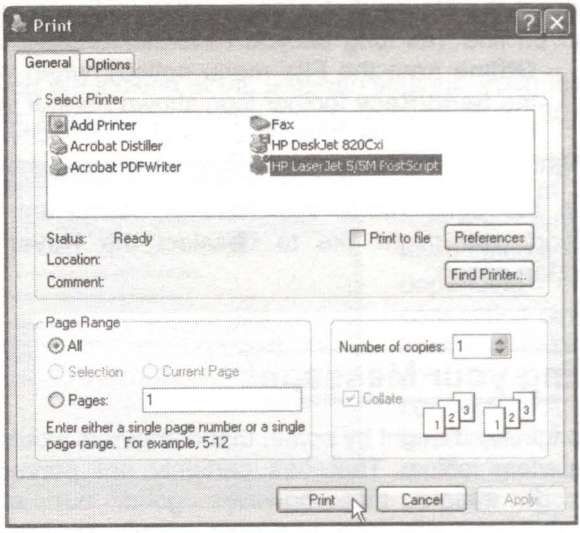


Fig. 7.33 The Print Dialogue Box.

Make sure the correct printer, **Page Range**, and **Number of copies** you want are selected, then click **Print**. You can also start the printing procedure by clicking the **Print Toolbar** icon shown here.

If the message has Web page links on it, there are two useful features in the Options tab of the Print dialogue box shown above. These are:

- The **Print all linked documents** option, which when checked not only prints the message, but also all the Web pages linked to it.

- The **Print table of links** option, which when checked, gives a hard copy listing of the URL addresses of all the links present in the page.

Outlook Express Help

Outlook Express has a built-in Help system, which is accessed with the **Help, Contents and Index** menu command, or the **F1** function key. These open a Windows type Help window, as shown in Fig. 7.34 below.

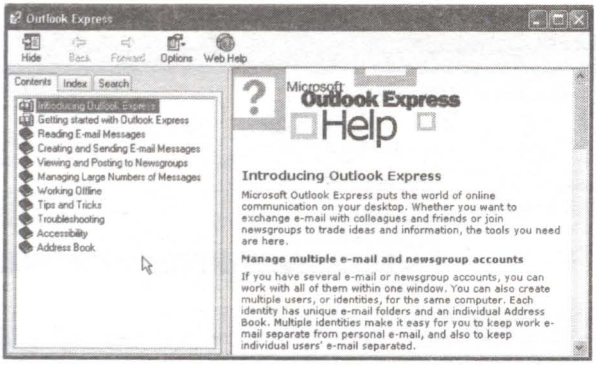

Outlook Express
Hide
Back
Forward
Options
Web Help
Contents
Index
Search
Introducing Outlook Express
Getting started with Outlook Express
Reading E-mail Messages
Creating and Sending E-mail Messages
Viewing and Posting to Newsgroups
Managing Large Numbers of Messages
Working Offline
Tips and Tricks
Troubleshooting
Accessibility
Address Book
Microsoft
Outlook Express
Help
Introducing Outlook Express
Microsoft Outlook Express puts the world of online communication on your desktop. Whether you want to exchange e-mail with colleagues and friends or join newsgroups to trade ideas and information, the tools you need are here.
Manage multiple e-mail and newsgroup accounts
If you have several e-mail or newsgroup accounts, you can work with all of them within one window. You can also create multiple users, or identities, for the same computer. Each identity has unique e-mail folders and an individual Address Book. Multiple identities make it easy for you to keep work e-mail separate from personal e-mail, and also to keep individual users' e-mail separated.

Fig. 7.34 The Outlook Express Help System.

We strongly recommend that you work your way through all the items listed in the **Contents** tabbed section. Clicking on a closed book icon will open it and display a listing of its contents. Double-clicking on a list item will then open a window with a few lines of Help information.

Another way of browsing the Help system is to click the Index tab and work your way through the alphabetic listing. The Search tab, on the other hand, opens a search facility you can use by typing your query in the **Type in the keyword to find** text field and clicking the **List Topics** button, then selecting one of the topics found and clicking **Display** to open Help information on it.

The Help provided by Microsoft with Outlook Express, is a big improvement over some earlier versions of the program, and it is well worth spending some time getting to grips with it. If you are connected to the Internet, the **Web Help** icon accesses the Support Online from Microsoft Technical Support, which can give more specific help with the program.

The Address Book

E-mail addresses are often quite complicated and not at all easy to remember. With Outlook Express there is a very useful Address Book built in and accessed by clicking the menu icon with the same name. Below in Fig. 7.35, we show part of an example.

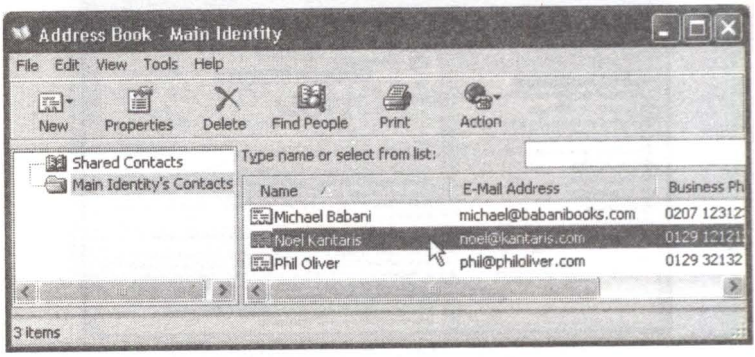
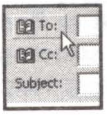


Fig. 7.35 The Address Book Screen.

Once in the Address Book, you can manually add a person's full details and e-mail address, in the Properties box that opens when you click the **New** toolbar icon and select **New Contact**, as shown here. Selecting **New Group** from this drop-down menu lets you create a grouping of e-mail addresses, you can then send mail to everyone in the group with one operation.



To send a new message to anyone listed in your Address Book, open a New Message window and use the **Tools**, **Select Recipients** command, or click on any of the **To:** or **Cc:** icons shown here on the left.

In the Select Recipients dialogue box which is opened (Fig. 7.36), you can select a person's name and click either the **To:->** button to place it in the **To:** field of your message, the **Cc:->** button to place it in the **Cc:** field, or the **Bcc:->**button to place it in the **Bcc:** field.

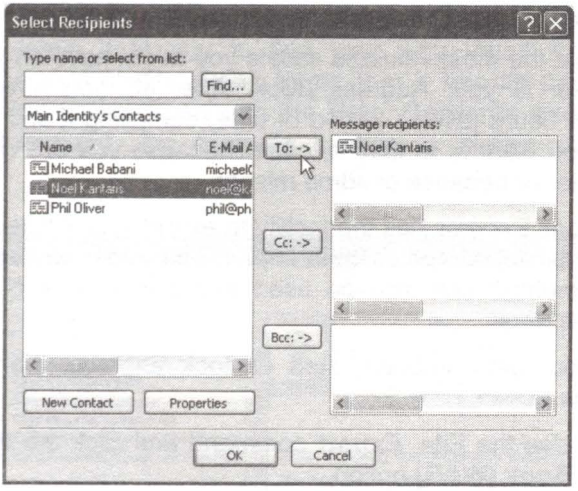


Fig. 7.36 The Select Recipients Screen.

The **New Contact** button lets you add details for a new person to the Address Book, and the **Properties** button lets you edit an existing entry, as shown in Fig. 7.37 below.

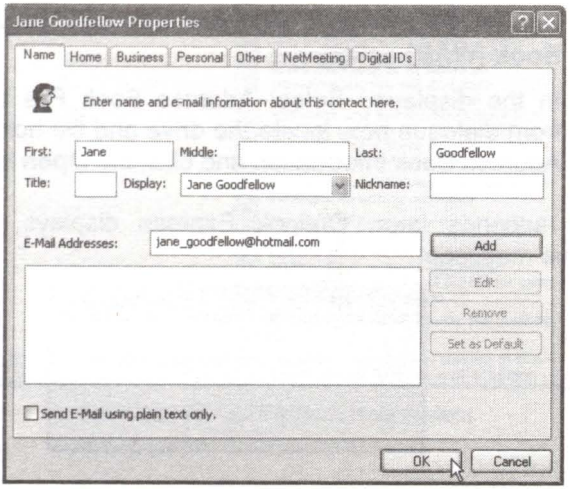


Fig. 7.37 A Recipient's Properties Screen.

Exporting and Importing an Address Book

Amongst the most valuable assets you might have on your old computer is your Address Book. After all, you have spent endless hours (over a period of time) compiling it and the last thing you want is to lose it, either because you are changing computer or because of some mishap.

Outlook Express has the facility to export your Address Book from your old computer, then import it into your new one. The same method can also be used to make a backup of your Address Book.

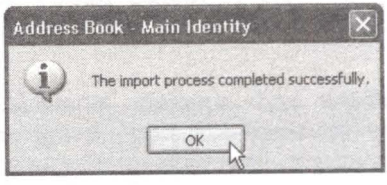
In your old computer, start Outlook Express, then in the Address Book:

- Use the **File**, **Export** command and click the **Address Book (WAB)** option.
- In the displayed Select Address Book File to Export to dialogue box, type a suitable name in the **File name** box and click the **Save** button.

In your new computer, start Outlook Express, then in the Address book:

- Use the **File**, **Import** command and click the **Address Book (WAB)** option.
- In the displayed Select Address Book File to Import from dialogue box, locate the drive and file holding your Address Book information and click the **Open** button.

A few seconds later, Outlook Express displays the very welcome message:



It takes less time to do than to read how to do it, and you can save yourself hours of work and frustration! Go on, do it.

Address Book Help

We will leave it to you to find your way round this very comprehensive facility. Don't forget that it has its own Help system that you can use with the **Help, Contents and Index** menu command. An example section is shown open in Fig. 7.38.

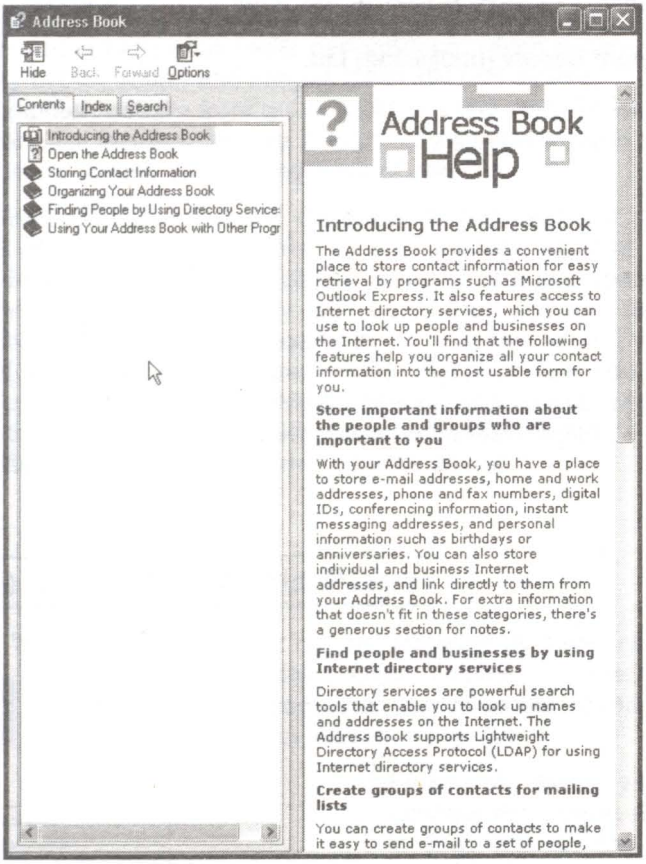

Address Book
Hide
Back
Forward
Options
Contents
Index
Search
Introducing the Address Book
Open the Address Book
Storing Contact Information
Organizing Your Address Book
Finding People by Using Directory Service
Using Your Address Book with Other Progr
Address Book Help
Introducing the Address Book
The Address Book provides a convenient place to store contact information for easy retrieval by programs such as Microsoft Outlook Express. It also features access to Internet directory services, which you can use to look up people and businesses on the Internet. You'll find that the following features help you organize all your contact information into the most usable form for you.
Store important information about the people and groups who are important to you
With your Address Book, you have a place to store e-mail addresses, home and work addresses, phone and fax numbers, digital IDs, conferencing information, instant messaging addresses, and personal information such as birthdays or anniversaries. You can also store individual and business Internet addresses, and link directly to them from your Address Book. For extra information that doesn't fit in these categories, there's a generous section for notes.
Find people and businesses by using Internet directory services
Directory services are powerful search tools that enable you to look up names and addresses on the Internet. The Address Book supports Lightweight Directory Access Protocol (LDAP) for using Internet directory services.
Create groups of contacts for mailing lists
You can create groups of contacts to make it easy to send e-mail to a set of people,

Fig. 7.38 The Address Book Help System.

In this chapter of the book, we have tried to cover sufficient information on Outlook Express, so that you can get on with the job of sending and receiving e-mail effectively, being one of the most used activities on the Internet. If, however, you want to know more about this subject, such as using News groups, or would like to learn how to use the Internet Explorer 6 (also supplied with Windows XP) to surf the Net, then may we suggest you have a look at our book *Internet Explorer 6 and Outlook Express 6 explained* (BP513), also published by Bernard Babani (publishing) Ltd.

8

Controlling Multimedia

Windows XP has a multitude of 'hidden' features built into it to improve the PC's multimedia performance, which is simply the ability to play sound and images (both still and moving) through a computer, usually from a CD-ROM or DVD disc. These new multimedia features lead to a big improvement in both video and audio speed, quality, and ease of use.

Whether all the features described in the next few pages work on your PC will depend on your system. Most of them require at least a CD-ROM player, a sound card and speakers, to be fitted and correctly set up. Other options require additional hardware. For example, to use the Web TV you need a TV tuner card, to use portable digital devices you need a CompactFlash or SmartMedia reader and media, while to use the Windows Movie Maker you need a fast modem, a good quality microphone and a video capture device.

The Windows Media Player

The Windows Media Player can be activated by either clicking its icon on the Quick Launch Toolbar, or selecting it from the ***start***, **Programs**, **Accessories**, **Entertainment** cascade menu, shown in Fig. 8.1.

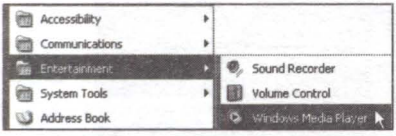


Fig. 8.1 The Entertainment Menu.

Either of these actions displays the screen shown in Fig. 8.2 on the next page, with the Media Player in Full Mode in its own window. The window can be maximised in the usual way.

Fig. 8.2 The Windows Media Player.

Clicking the **Play** button (the one pointed to in Fig. 8.2) starts playing the music that came with the package. When playing starts, an additional button appears at point marked A on the bottom right of the screen, as shown in Fig. 8.3, which when clicked maximises the visual part of the player's display to fill up the screen. To return to Full Mode press **Esc**. On the same display we show a list of available visualisations. You can scroll through these visualisations using the two adjacent buttons.

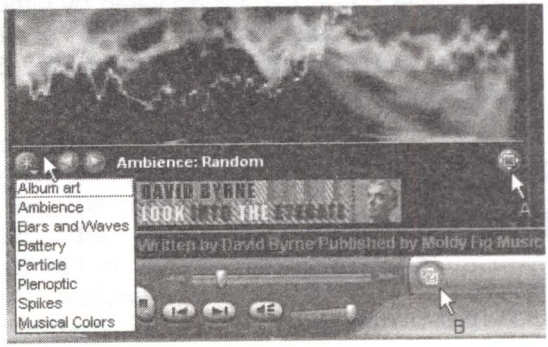


Fig. 8.3 The List of Available Visualisations.

Clicking the button marked B in Fig. 8.3 on the previous page, displays the Media Player in Skin Mode as shown in Fig. 8.4 below.

Fig. 8.4 The Media Player Skin Mode.

You can return to Full Mode either by clicking the button pointed to in Fig. 8.4, or by clicking the large button at the bottom right of the screen to reveal a menu with several choices, as shown in Fig. 8.5. From here you can **Switch to full mode**, **Select a New Skin**, **Open** a folder on your computer or the network you might be connected to, so that you can load an appropriate media file, or use the **Open URL** option to search the Internet or intranet for a media file. You can even hide the large button by selecting **Hide Anchor Window**. To get it back, use the **Tools**, **options** menu command, click the Player tab and check the **Display anchor window when in skin mode** box.

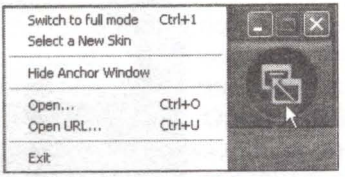


Fig. 8.5 Skin Mode Menu Options.

Now choose the **Select a New Skin** option from the Skin Mode menu (Fig. 8.5), to display the screen in Fig. 8.6 below.

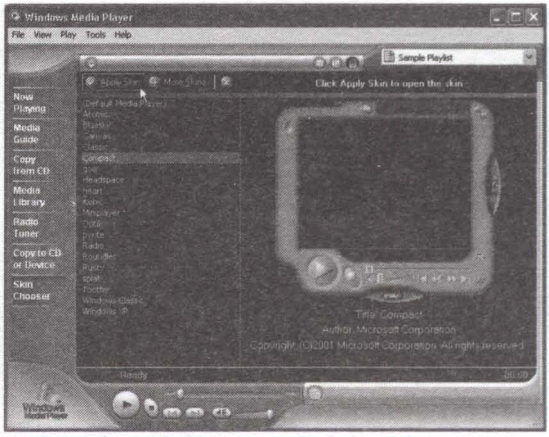


Fig. 8.6 The Media Player's Skin Option List.

To see an example of another skin, select 'Compact', and click the **Apply Skin** button above the list to action it. The display now changes to the one in Fig. 8.7 in which we also display its hidden options. To reveal or hide details of a playing media file, click on the oval handles at the end of the extensions.

Fig. 8.7 The Media Player Playing an Audio File in Compact Mode.

To see the Media Player in action in Full Mode return to it and click the **Now Playing** button on the left of the screen.

The various options displayed on the left of the Media Player when in Full Mode (see Fig. 8.6) are shown below. What these options offer when you activate them are:

Now Playing	Watch a currently playing file. When playing music you can select an 'Ambience'.
Media Guide	Find the latest music, movie trailers, and news updates on the Internet.
Copy from CD	Copy CD music to your computer's hard disc.
Media Library	Create play lists and manage media.
Radio Tuner	Set radio station pre-sets.
Copy to CD or Device	Transfer files to a portable device.
Skin Chooser	Customise the player.

Watching a Currently Playing Media File

Figures 8.2 and 8.4 show what you see when the Media Player is playing an audio file. You can select a different audio file by using the **File, Open** command, to choose a file stored on your computer, or use the **File, Open URL** command (also shown to the left), to browse your network or access the Internet for an audio or video file which can then be added to your library.

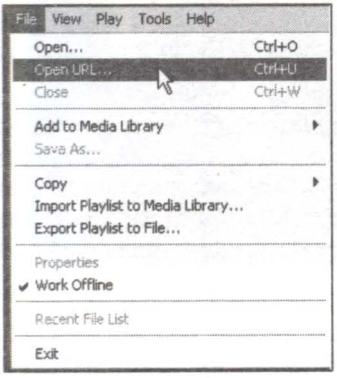


Fig. 8.8 The File Menu Options.

Using the Media Guide

This option requires you to be connected to the Internet before you can use it. Having connected, click the option to display a screen similar to the one in Fig. 8.9 below.

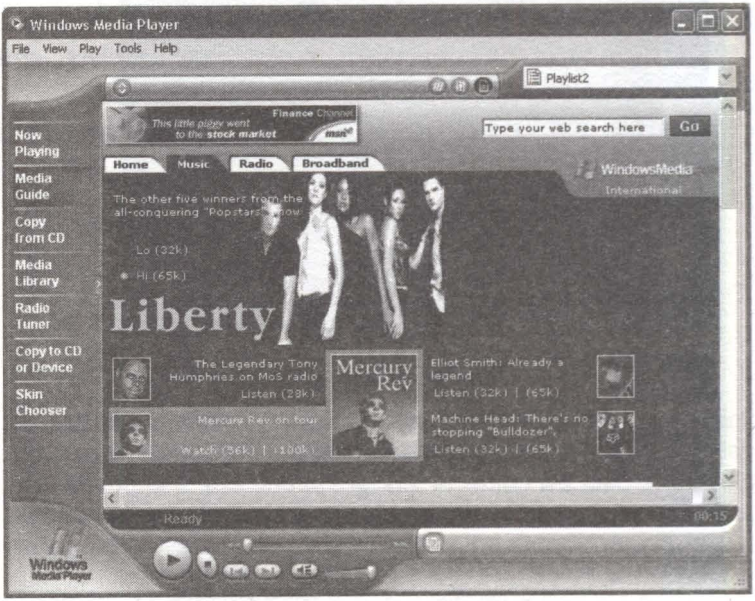


Fig. 8.9 Using the Media Guide.

From here you can find entertainment (both audio and video) and information. We suggest you play a bit with this option to find out what is available.

However, the results of trying to play music when connected via a modem are not that good. The program attempts buffering sections of music, but while you are listening to these it stops while buffering the next section of the music. Perhaps if you had a wide-band Internet connection the results might be a lot different.

Using the CD Audio Option

Use this option to copy music from a CD to your computer's hard disc, or get information about the CD from the Internet (provided you are already connected to it before activating the option).

When you place a CD in your computer's CD-ROM drive, Windows automatically detects its contents and suggests loading the Media Player. Accepting the suggestion, it starts playing the music on the CD and displays the Now Playing screen (see Fig. 8.2). Selecting the **CD Audio** option displays a screen similar to the top half of the one shown in Fig 8.10.

At the top of the screen you will find three radio buttons, the first to **Copy Music**, the second to **Get Names**, and the third to give you **Album Details**. Of these, the second and third require you to be already connected to the Internet.

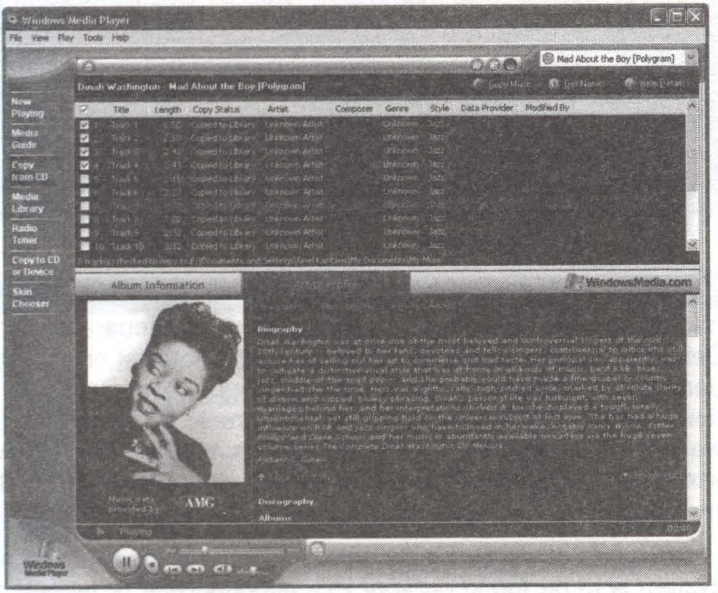


Fig. 8.10 The CD Audio Option Screen.

Clicking the **Get Names** button displays information about the Artist similar to the one at the bottom of the screen in Fig. 8.10; if not, a search facility is provided.

The Media Library

The first time you use this option, the Media Player searches your system for media files and then displays the screen in Fig. 8.11 below.

Fig. 8.11 The Media Library Screen with Audio Artist Selected.

As you can see, both Audio and Video files are searched for and a treelike structure is displayed in a separate pane. Selecting **Audio, Artist** displays an appropriate list on the right pane of the screen, as shown above. Double-clicking on one of these artists starts playing the chosen track. If the chosen file was a video, the Media Player reverts to the Now Playing screen before playing the video, as shown in Fig. 8.12, on the next page.

Obviously, it will be highly unlikely if what is available on our system is to be found on your PC, although one or two media files might be the same as they are installed by Windows XP. It is worth spending some time examining the Media Library structure because you can use it to manage and organise your music collection and video files and create custom play lists.

Fig. 8.12 Playing a Video Clip.

The radio buttons at the top of the Media Library screen (Fig. 8.11) and shown below magnified, can help you to organise your playlist. Most of these are self-explanatory, except for the last four which have the following functions.

Add to Library

Delete media from Library or Playlist

Move media up in the Playlist

Move media down in the Playlist.

Finally, note that you can change the brightness, contrast, hue, and saturation of the playing video.

Using the Radio Tuner

The **Radio Tuner** option has to be a winner. You can have immediate access to over 3,000 Internet-radio stations from all over the world that use the Microsoft Windows Media format. The screen in Fig. 8.13 displays information on the radio station we selected to try the Media Player. It actually works extremely well, so watch out; you could be amassing a sizeable telephone bill!

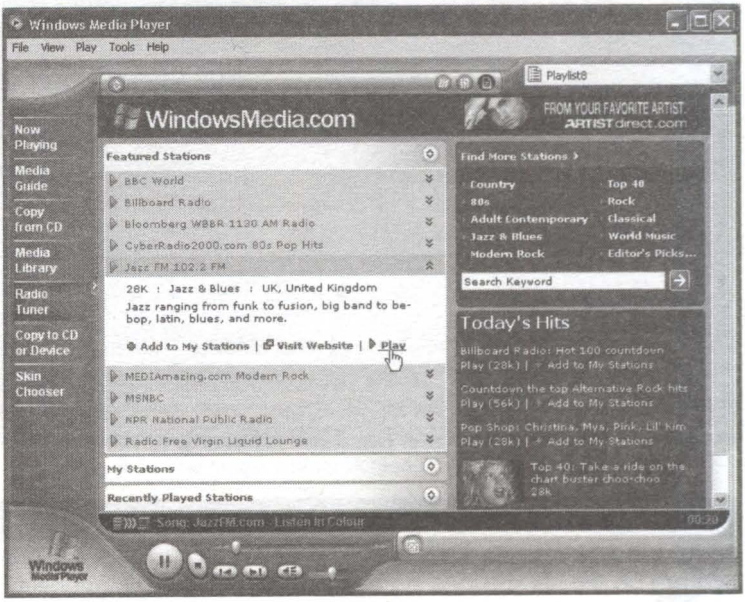


Fig. 8.13 Listening to a Radio Station.

To use the Radio Tuner, you must first connect to the Internet before you select the option. Having done so, two panels are displayed, as shown above. On the left panel, a list of preselected stations is displayed, while on the right panel and under the **Find More Stations** link is a small selection of certain types of music and under that a **Search Keyword** text box. With these you can either look for more stations or search for stations by language.

Fig. 8.14 Type of Music.

Clicking the **Find More Stations** button displays a further screen with an additional list of stations which are the Editor's Picks. Clicking the down arrow against this entry reveals the long list of options shown in Fig. 8.14. Selecting **World Music**, for example, will produce a long list of World stations.

Alternatively, you could type a language in the **Search Keyword** text box to list the stations available on the Internet in that language. For example, typing Greek in the text box, displays two entries for the same Lesvos station (at two different speeds) and one Canadian station which probably plays Greek music occasionally, as shown in Fig. 8.15.

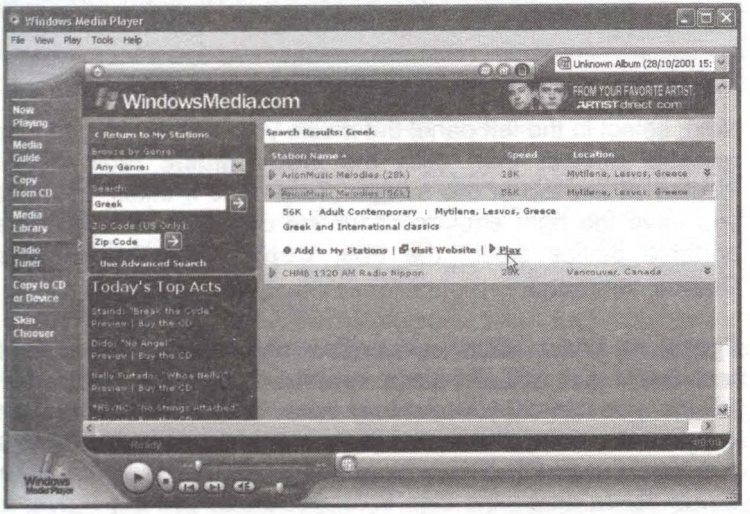


Fig. 8.15 A List of Stations Found by Using the Search Keyword Facility.

Transferring Files to a CD or Device

You can use the **Copy to CD or Device** option to transfer music from your PC to CD or other devices, such as palm-size PCs, Smart Media, Iomega Jaz and Zip drives, CompactFlash cards, or the next generation of portable music devices. If you are copying to a CD, place the CD in the CD-ROM drive first. Selecting this option, displays the screen shown in Fig. 8.16.

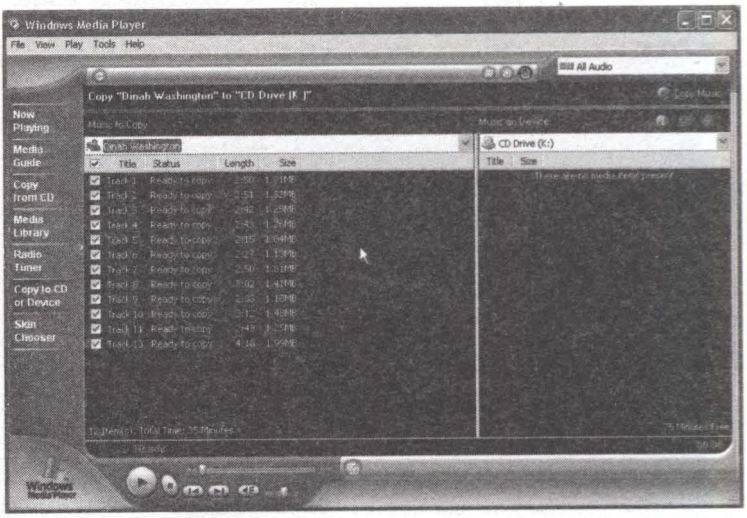


Fig. 8.16 Using the Portable Device Option.

Next, select in the left panel the music you want to copy to your portable device, then click the **Copy Music** radio button located at the top of the screen. That is all it takes, provided you have the right equipment for the operation. To choose a portable device select the **File**, **Copy**, **Copy to Portable Device** command.

Types of blank CDs - You can copy tracks either to a recordable CD (CD-R) or a rewritable CD (CD-RW). With CD-Rs, you can copy tracks only once. With CD-RWs, you can copy tracks many times, but if you want to copy tracks to a previously used CD-RW, you must use another program or My Computer to erase the disc before you can use the Player to copy tracks to the CD-RW again.

Customising the Media Player

You can customise the looks of your Media Player by selecting one of several predefined looks. What we have shown so far has been mainly the Default Media Player look. Clicking on the **Skin Chooser** button, displays a list of several choices. In the screen below (Fig. 8.17), we show what the Windows XP option looks like. As you select each option from the list on the left panel, a preview of that option appears on the right panel.

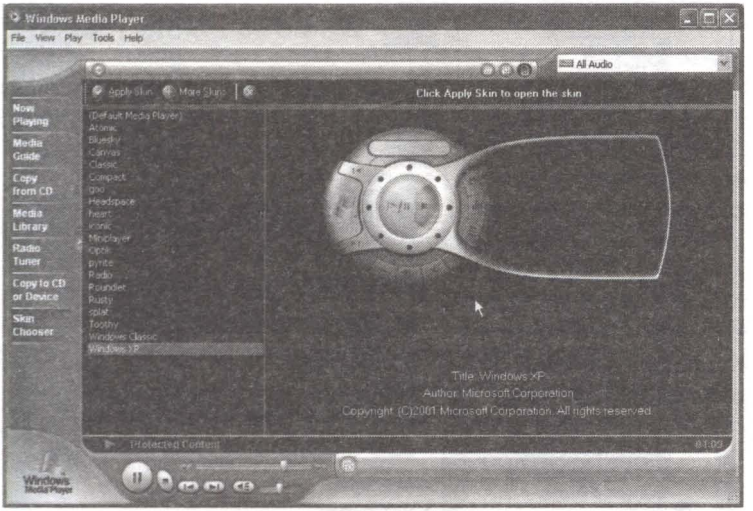


Fig. 8.17 A different Media Player Skin.

To select a different skin for your Media player, select it from the list, then click the **Apply Skin** radio button located at the top of the screen. You can use the other two radio buttons to either download more skins from the Internet, or delete a selected skin from the list.

Which skin you use for your Media Player is a matter of personal preference. However, we found that only the Default, Classic and Compact skins gave a sufficiently large display area for watching a video clip in comfort when in **Skin Mode**. With all the skins, when in **Full Mode**, you can use the **View, Full Screen** menu command for maximum screen size viewing (to return to normal size press the **Esc** key).

Media Player Help

The Windows Media Player has a comprehensive help facility which you should spend a bit of time investigating. Use the **Help, Help Topics** menu command to display the screen shown in Fig. 8.18 below.

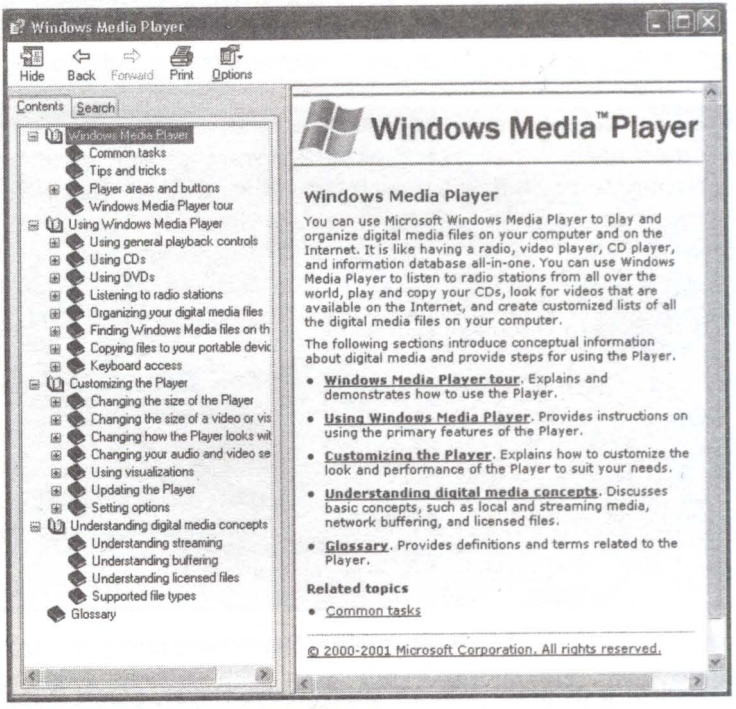

Windows Media Player
Hide
Back
Forward
Print
Options
Contents
Search
Windows Media Player
Common tasks
Tips and tricks
Player areas and buttons
Windows Media Player tour
Using Windows Media Player
Using general playback controls
Using CDs
Using DVDs
Listening to radio stations
Organizing your digital media files
Finding Windows Media files on th
Copying files to your portable devic
Keyboard access
Customizing the Player
Changing the size of the Player
Changing the size of a video or vis
Changing how the Player looks wit
Changing your audio and video se
Using visualizations
Updating the Player
Setting options
Understanding digital media concepts
Understanding streaming
Understanding buffering
Understanding licensed files
Supported file types
Glossary
Windows Media™ Player
Windows Media Player
You can use Microsoft Windows Media Player to play and organize digital media files on your computer and on the Internet. It is like having a radio, video player, CD player, and information database all-in-one. You can use Windows Media Player to listen to radio stations from all over the world, play and copy your CDs, look for videos that are available on the Internet, and create customized lists of all the digital media files on your computer.
The following sections introduce conceptual information about digital media and provide steps for using the Player.
Windows Media Player tour. Explains and demonstrates how to use the Player.
Using Windows Media Player. Provides instructions on using the primary features of the Player.
Customizing the Player. Explains how to customize the look and performance of the Player to suit your needs.
Understanding digital media concepts. Discusses basic concepts, such as local and streaming media, network buffering, and licensed files.
Glossary. Provides definitions and terms related to the Player.
Related topics
Common tasks
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Fig. 8.18 The Windows Media Player Help System.

On the left panel we show all the main books of the Help System opened to emphasise how much information is included. In fact, when using the Media Player, we found that one had to guess one's response to using certain aspects of it. For example, when searching for a radio station you are not told that you should be searching by language, as was the case with the previous version of the Media Player. That's where the Help System is extremely useful; look up the first help topic in **Listening to radio stations** to see what we mean.

The Sound Recorder

To record a sound, use the Sound Recorder from the Entertainment group, but apart from a sound card and speakers you will also need a microphone connected to your computer. You can use the Sound Recorder not only to record, mix, play, and edit sounds, but also link sounds to or insert sounds into a document.

To start using the Sound Recorder to record audio, first make sure you have an audio input device, then activate the recorder using the ***start***, **All Programs**, **Accessories**, **Entertainment** command and click the **Sound Recorder** option. Next, use the **File, New** command and press the 'Record' button pointed to in Fig. 8.19. When you finish recording, click the Stop button (the one next to the Record button), rewind the recorded music on the Sound Recorder and use the **File, Save As** command to save your recording to a **.wav** file with an appropriate name.

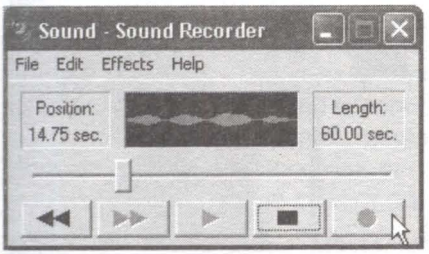


Fig. 8.19 The Sound Recorder.

To play a recorder file, use the **File, Open** command, select a file and press the 'Play' button.

We have also found this accessory very useful for playing existing **.wav** sound files. The **Wav** sub-folder of **Windows/Help/Tours/WindowsMediaPlayer/Audio/wav** folder contains several such files, but they cannot be edited. To edit your own sound file, use the **Effects** menu to 'play around' with the sound, and the **Edit** menu to insert and mix other sound files into the loaded one.

For more information on how to edit audio files, link sounds to, or insert sounds into a document, have a look at the extensive Help topics of the Sound Recorder. In the end, the only way to learn is to experiment, so good luck and have fun!

The Windows Movie Maker

The Movie Maker is new to Windows XP. You can now edit and rearrange your home-made video cam movies, make a shorter version of them, add a still picture and voice over, and either post them to your Web site for all to see, or send them as an attachment to an e-mail to your favourite people.

The Windows Movie Maker can be found in the **All Programs, Accessories** folder. Left-clicking its icon, shown here to the left, starts the program and displays a screen similar to the one in Fig. 8.20.

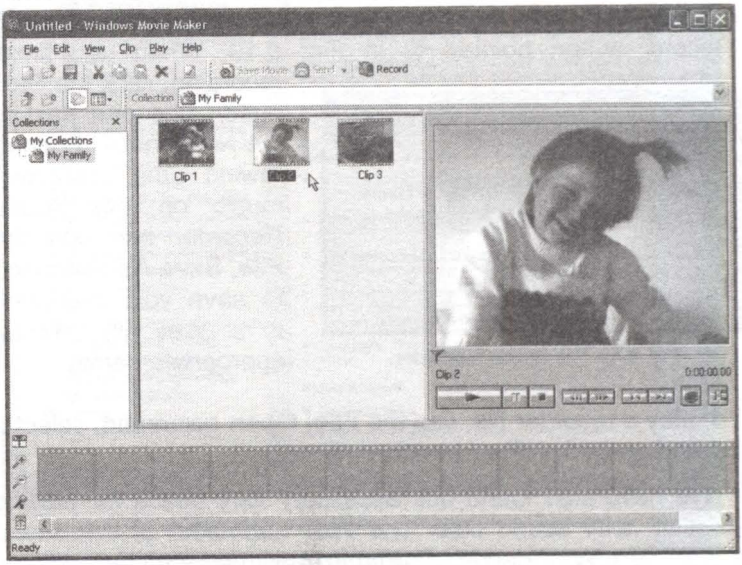


Fig. 8.20 The Windows Movie Maker Screen.

The displayed screen is divided into three panes, with the left pane showing the folder holding your video collection. Windows XP automatically created during installation a sub-folder within **My Documents**, named **My Videos**, and placed within this folder any video films that it might have found on your computer. In our case one of our collections is the **My Family** folder, shown open with three segments, called clips, of the video film showing in the middle pane.

Selecting each clip of the video displays that clip in the right pane of the Movie Maker screen, as shown in Fig. 8.20. Each selected segment can then be played by clicking the 'Play' button to be found below the display area.

At the top of the Movie Maker screen there is the usual selection of menu options and toolbar icons, while at the bottom of the screen is the 'Workspace' area. It is here that you assemble your movie, which can be viewed either as a 'timeline' (focuses on timing) or 'storyboard' (focuses on sequencing) view. In the timeline view, you can synchronise video clips with audio clips or create fading transitions between clips with the help of a number of tools that appear at the far left of the Workspace area.

Recording your Film

You can use the Windows Movie Maker to record from a variety of sources, such as a camcorder, television, radio, or CD. As far as audio sound is concerned, most sound cards can be used as they support audio in. If, however, you are recording from a camcorder or the television, then you will require a video capture card or equivalent.

To record using the Movie Maker, use the **File, Record** menu command, which opens the dialogue box in Fig. 8.21.

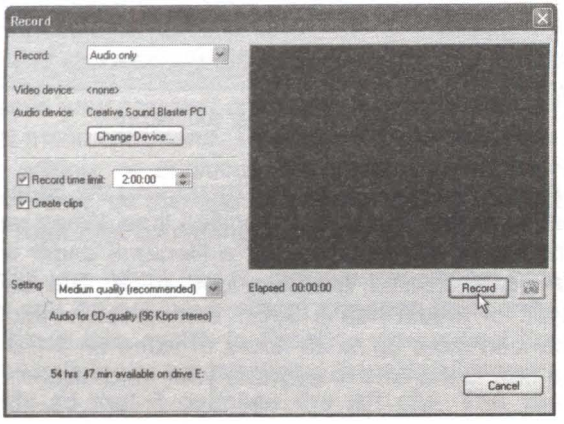


Fig. 8.21 The Record Screen of the Movie Maker.

On this dialogue box you can specify the maximum time of the recording, the device you will be recording from, and whether you will be recording video only, audio only, or both - if you are recording from a camera, don't forget to switch it to playback before starting to record. Next, when you are ready, click the **Record** button on the dialogue box of Fig. 8.21.

By default, your recording will be broken up into manageable chunks of clips. These are the ones shown in Fig. 8.20, and you can monitor what is being recorded, as shown in Fig. 8.22 below.

Fig. 8.22 Monitoring what you Record.

You can stop recording at any time by clicking the **Stop** button, or you can let it run through the specified time. When recording has finished, you will be asked for a filename under which to save your newly created Windows Media File. The file format for this type of media has a 300:1 compression ratio, which means you can store up to 23 hours of video on 1 GB of disc space. So now is the time to upgrade your hard disc!

Editing Video Clips

Video clips can be edited at will, and can be rearranged to produce the final film sequence. To rearrange the sequence of your creation, drag the clips in the sequence you want them to appear in your final film onto the Workspace area. You can even add a voice-over by selecting the **File, Record Narration** menu command.

A clip can be edited by trimming it, splitting it, or joining it. To trim a clip, start playing it, and when the point is reached where you want to trim it, use the **Clip, Set Start Trim Point** menu command. When you reach the end point of the trim, use the **Clip, Set End Trim Point** command. If you change your mind, use the **Clip, Clear Trim Points**. An alternative method is to use the trim handles in Timeline view and move them to where you want to cut the clip.

To split a clip, play the clip, and when you reach the desired point, use the **Clip, Split** command. The original clip is then split into two chunks that can be dragged independently onto the workspace area. To join clips together into one long one, select the first, press the **Shift** key down, then click on the last one and use the **Clip, Combine** command.

In Fig. 8.23, we display a selected film sequence together with an imported audio file while the movie is actually playing. The audio file was incorporated into our collection using the **File, Import** command, and choosing a file from **My Music** folder. You can also import a title clip that you created in Paint.

To save your creation on your hard disc, use the **File, Save Project** menu command. This allows you to return to it later for further editing, or additions. To save such edited work with another name, so that you can retain the original, use the **File, Save Project As** command.

Finally, you might like to include 'transitions' between clips so that you do not have abrupt changes from one clip to the other. To do this, switch to Timeline view, select the rightmost of the two clips you are creating a transition between, and drag it slightly so that it overlaps the left clip. The shaded area indicates the length of the overlap.

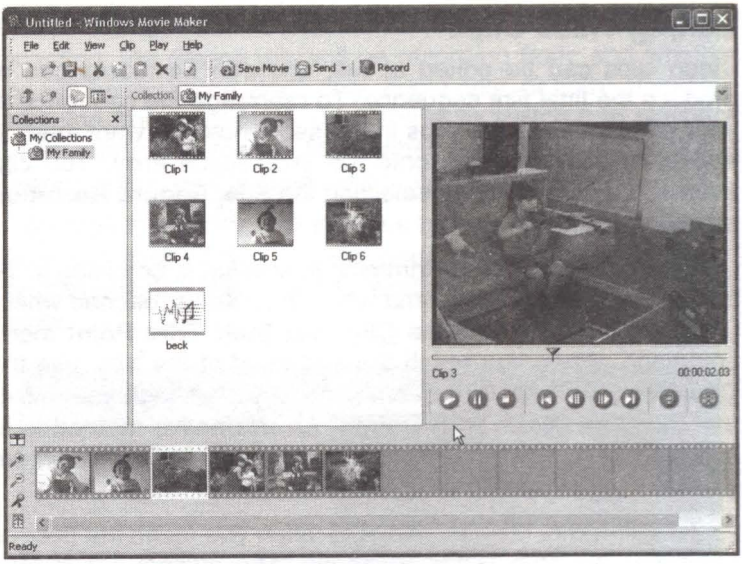


Fig. 8.23 The Final Movie Assembly while Playing.

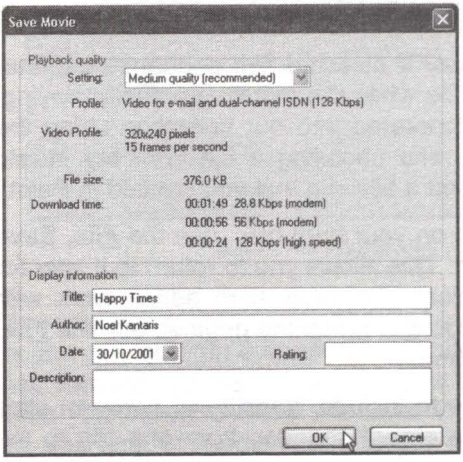


Fig. 8.24 Saving a Movie.

Finally, when you are satisfied that no more edits will be required, save the movie using the **File, Save Movie** menu command. This displays the dialogue box shown in Fig. 8.24, in which you can specify the quality settings which will affect its size on the disc.

Playing and Sending your Movie

Having created your movie, you can either play it, using the Windows Media Player, as shown in Fig. 8.25 below, or send it as an e-mail to a friend.

Fig. 8.25 Playing a Saved Movie in the Media Player.

Sending a Movie as an E-mail Attachment

Having saved a movie, you can send it to a friend as an attachment to an e-mail. The easiest way of doing this is by first selecting your movie file then using the **File, Send To, Mail Recipient** command, as shown in Fig. 8.26 on the next page.

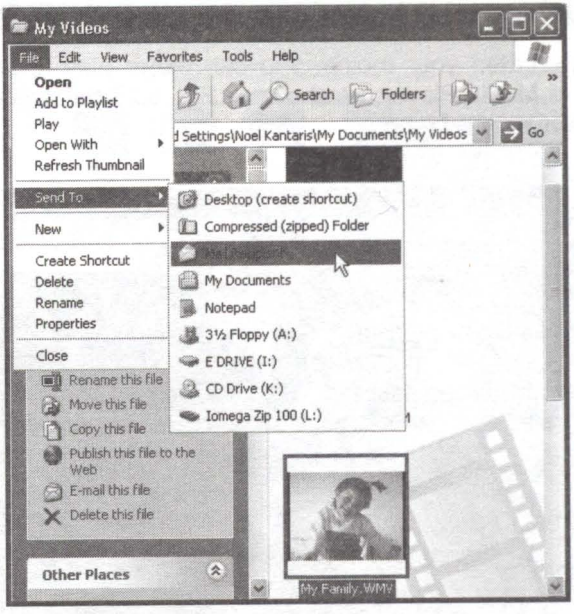


Fig. 8.26 Selecting the File, Send To, Recipient Menu Option.

Outlook Express now opens a new mail screen with the file already attached to it ready to be sent, as shown in Fig. 8.27.

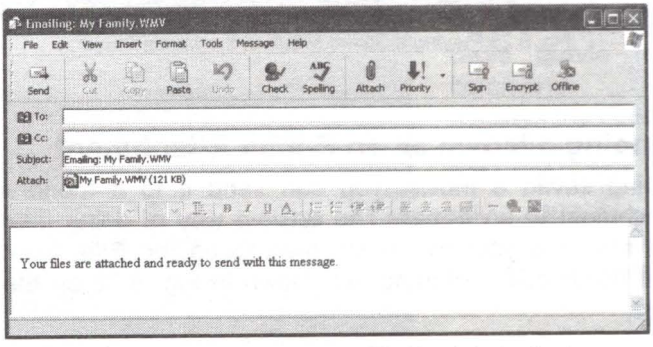


Fig. 8.27 The Attached Movie File Ready to be Sent.

All you have to do now is select an unfortunate recipient from your Address Book and write a few words of explanation!

9

Communications Utilities

The Fax Utility

You can use the Fax utility to fax a text document or graphic image as easily as clicking the Print icon on an open document in a Windows-based program. Fax supports scanned graphic images and will automatically convert graphics to the appropriate file format before you send them.

To send and receive faxes all you need is a fax device, such as a fax modem - it must support fax capabilities, not just data standards. As we saw in Chapter 3, installing a fax printer driver is easy. You will have to go through the described procedure as Windows XP does not install the fax printer driver during Windows Setup. Once this is done, you can send faxes from a local fax device attached to your computer, or with a remote fax device connected to fax resources located on a network.

If you have a fax device installed, click ***start***, then select **All Programs, Accessories, Communications, Fax** to display the available command options shown in Fig. 9.1.

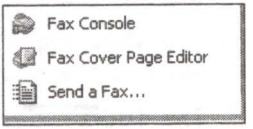


Fig. 9.1 The Fax Menu Options.

Below we give a brief explanation of each fax command option.

Command	*Action*
Fax Console	Displays incoming and outgoing faxes and allows you to view and manage your faxes. Clicking this option displays the screen shown in Fig. 9.2 on the next page.

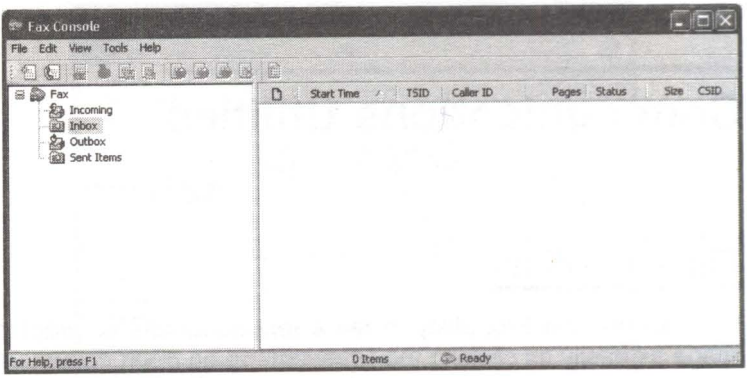


Fig. 9.2 The Fax Console Screen.

The **File** menu options allow you to send a fax (it starts the Send Fax Wizard asking you for the recipient's name and other details - you can use the information held in your Address Book, and specify multiple recipients for the one fax), receive a fax now, view, print, save and mail a fax. While a fax is being sent, you can pause or resume its transmission, restart or delete it. You can also import sent faxes or received faxes into the Fax Console.

The **Edit** menu options allow you to select faxes in various ways for further operations.

The **View** menu options allow you to configure what you see and how you see it on the Fax Console.

The **Tools** menu options allow you to enter sender information, create, open, copy or delete personal cover pages, display the fax printer's status, start the Fax Configuration Wizard, or display the fax properties and monitor screens.

Fax Cover Page Editor Creates and edits cover pages used when sending faxes. The editor allows you to design a template (it also includes drawing facilities), to be used each time you send a fax, as shown in Fig. 9.3 on the next page.

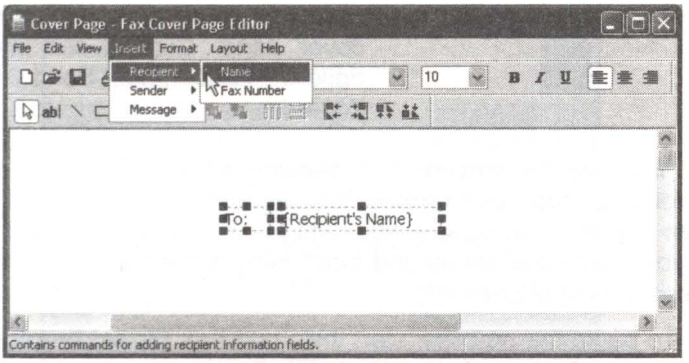


Fig. 9.3 The Fax Cover Page Editor.

As demonstrated above, you must use the **Insert** menu command to insert what you would like to appear on your fax template, such as recipient's name and fax number, sender's name, fax number, company, address and other details - the field **Note** is where you type the body of your fax. Inserted options can be moved to the desired position on the plate (use the **Ctrl** key to group together fields you want to move together) and formatted accordingly. A simple example is given in Fig. 9.4 below.

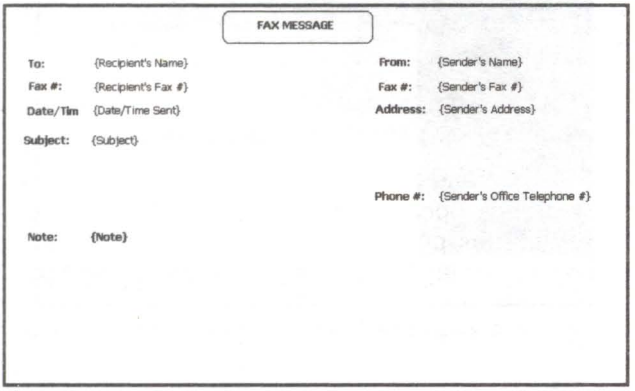


Fig. 9.4 The Designed Cover Page.

The designed template (we hope yours is more imaginative than ours) is saved in the **My Documents\Personal Coverpages** folder with the **.cov** extension.

Send a Fax Sends a fax that consists only of a cover page. Clicking this menu option starts the Send Fax Wizard.

To illustrate the procedure of sending a fax, we will now step through a made-up example. We suggest you use a friend you can rely on to respond to your first fax, so that you can find out if your system is set up and functioning correctly. It might be a good idea to phone first!

To begin the process, start the Send Fax Wizard by clicking the ***start*** button, then select **All Programs, Accessories, Communications, Fax** and click the **Send a Fax** option. On the Welcome to the Send Fax Wizard screen, shown in Fig. 9.5, you will read that if you want to fax a document you should use your word processor and print the document to the Fax printer. This facility is only for short, one page, messages.

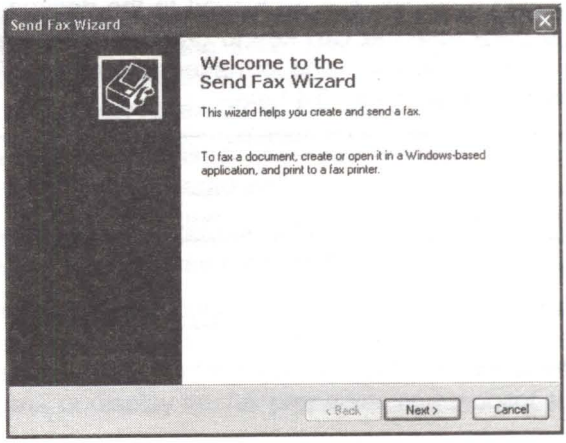

Send Fax Wizard
Welcome to the
Send Fax Wizard
This wizard helps you create and send a fax.
To fax a document, create or open it in a Windows-based application, and print to a fax printer.
< Back
Next >
Cancel

Fig. 9.5 The First Send Fax Wizard Screen.

Click the **Next** button, which displays the second Wizard screen shown in Fig. 9.6 on the next page. On this screen, click the **Address Book** button - we assume here that you have by now several people in your Address Book (see the end of Chapter 7 where we cover this utility).

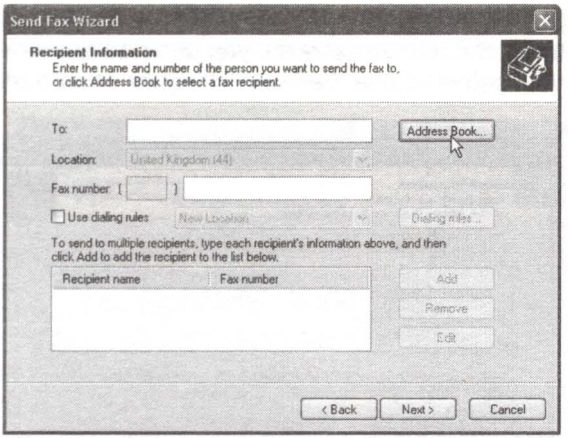

Send Fax Wizard
Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.
To:
Address Book...
Location:
United Kingdom (44)
Fax number: [ ]
Use dialing rules
New Location
Dialing rules...
To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.
Recipient name
Fax number
Add
Remove
Edit
< Back
Next >
Cancel

Fig. 9.6 The Second Send Fax Wizard Screen.

On the displayed screen, select the Main Identity's Contacts from the drop-down list, shown in Fig. 9.7, then choose the person you want to send a fax to, and click the **To** button so that the name is transferred in the **Message Recipients** box.

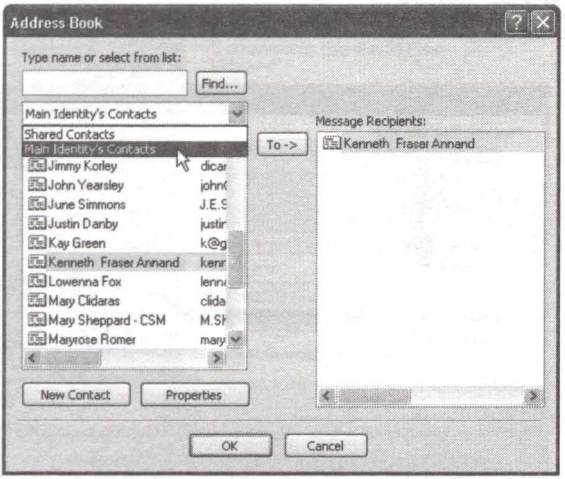


Fig. 9.7 The Third Send Fax Wizard Screen.

Pressing the **OK** button, displays the next Wizard screen, shown in Fig. 9.8. On this screen, you can add more recipients, or remove a selected one, before clicking the **Next** button.

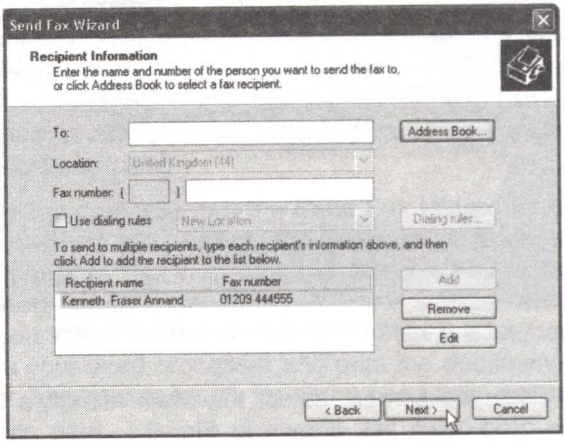

Send Fax Wizard
Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.
To:
Address Book...
Location:
United Kingdom (44)
Fax number: ( )
Use dialing rules
New Location
Dialing rules...
To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.
Recipient name
Fax number
Kenneth Fraser Annand
01209 444555
Add
Remove
Edit
< Back
Next >
Cancel

Fig. 9.8 The Fourth Send Fax Wizard Screen.

Next, select one cover page template from the drop-down list shown in Fig. 9.9, type a few words in the **Subject line** box, and your main message in the **Note** box.

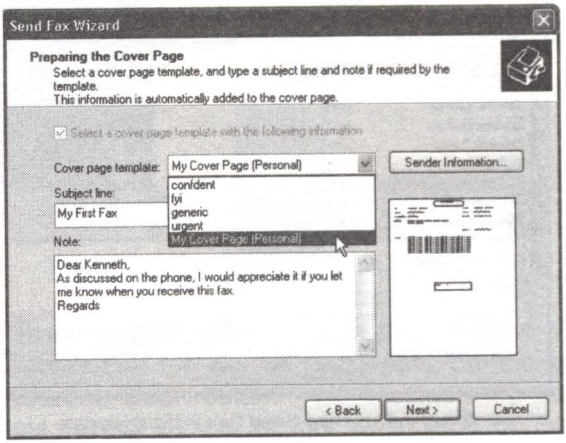

Send Fax Wizard
Preparing the Cover Page
Select a cover page template, and type a subject line and note if required by the template.
This information is automatically added to the cover page.
Select a cover page template with the following information
Cover page template:
My Cover Page (Personal)
Sender Information...
Subject line:
confident
fyi
generic
urgent
My Cover Page (Personal)
My First Fax
Note:
Dear Kenneth,
As discussed on the phone, I would appreciate it if you let me know when you receive this fax.
Regards
< Back
Next >
Cancel

Fig. 9.9 The Fifth Send Fax Wizard Screen.

Pressing the **Next** button, displays the next Wizard screen in which you can select to send the fax now or later when it might be cheaper.

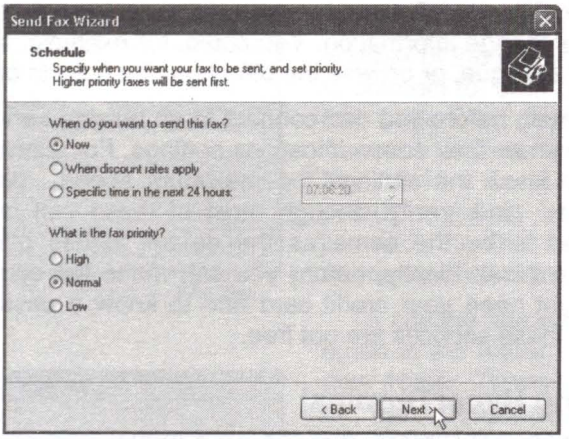

Send Fax Wizard
Schedule
Specify when you want your fax to be sent, and set priority.
Higher priority faxes will be sent first.
When do you want to send this fax?
Now
When discount rates apply
Specific time in the next 24 hours:
What is the fax priority?
High
Normal
Low
< Back
Next >
Cancel

Fig. 9.10 The Sixth Send Fax Wizard Screen.

Clicking the **Next** button, completes the Send Fax Wizard by displaying the summary screen, as shown in Fig. 9.11 below.

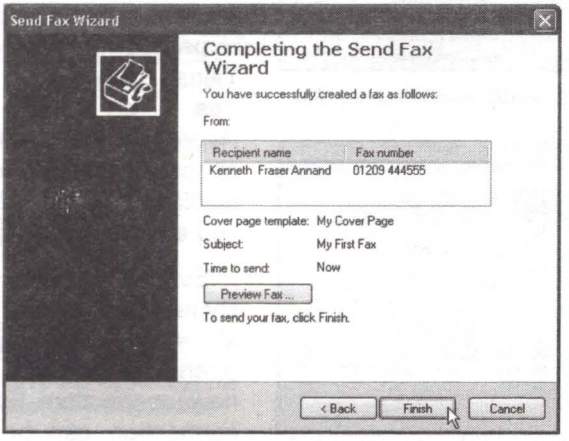


Fig. 9.11 The Last Send Fax Wizard Screen.

Finally, clicking the **Finish** button, activates the Fax modem, rings the specified number, and sends the fax.

HyperTerminal

The HyperTerminal utility also allows you to connect your PC to other PCs in different locations via a modem, so that you can interchange information. You could, for example, search a library catalogue, or browse the offerings of a bulletin board.

However, before you can connect to an outside service, you need to know their communications settings. For example, you need to know the settings for 'maximum speed', 'data bits', 'stop bits', and 'parity', though most of these can be safely assumed to be the same as the default values offered by HyperTerminal. Finally, before you can make the connection, you might need your credit card and to know a password or two, as these services are not free.

Starting HyperTerminal

To start HyperTerminal, click the ***start*** button, and point to **All Programs**, **Accessories**, **Communications** and click the **HyperTerminal** option. This displays a box (Fig. 9.12) in which you are asked whether you want to make Hyper Terminal the default Telnet program. Clicking **Yes** or **No** starts HyperTerminal itself. If you choose **No**, this box will be displayed again next time you activate the program.

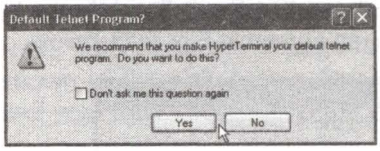

Default Telnet Program?
We recommend that you make HyperTerminal your default telnet program. Do you want to do this?
Don't ask me this question again
Yes
No

Fig. 9.12 Default Telnet Program Box.

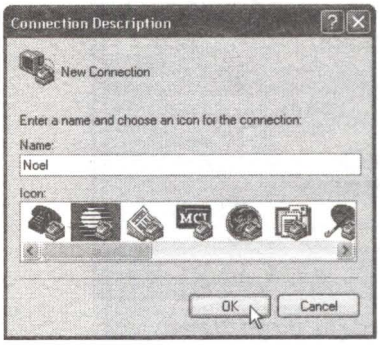


Fig. 9.13 The Connection Description Window.

Every time you access HyperTerminal, the window shown in Fig. 9.13 is opened to help you make a new connection. Every call connection can be named and saved with an icon, so that in future it is very easy to recall the same number.

Fig. 9.14 The Connect To Window.

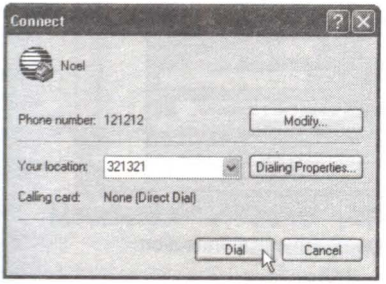


Fig. 9.15 The Connect Window.

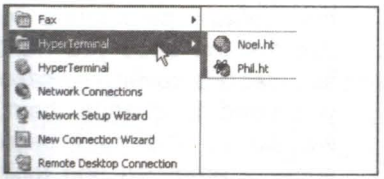


Fig. 9.16 The HyperTerminal Properties Dialogue Box.

After typing in a connection name, click the **OK** button which opens the Connect To window, shown in Fig. 9.14. Enter the phone number of the site you want to connect to, then click the **OK** button to display the Connect window shown in Fig. 9.15. To use the default modem settings, just click the **Dial** button to attempt a connection.

To call the same number again in the future, use the new Hyper Terminal entry in the **Communications** sub-menu where all saved connections are to be found (Noel & Phil in our example in Fig. 9.16).

For more information about how to use HyperTerminal, click its Help menu and browse through the **Contents**, shown below in Fig. 9.17.

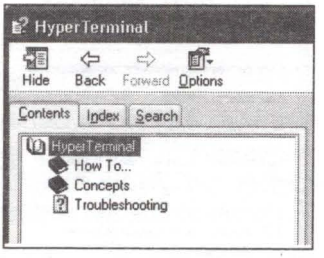


Fig. 9.17 The HyperTerminal Help Contents.

Specifying Communications Settings

If you have trouble getting through, you may need to fine tune the settings. To do this, 'open' a call in the HyperTerminal window, as shown in Fig. 9.18, click on the **Cancel** button of the Connect To window, then use the **File**, **Properties** menu command to change call settings, or if necessary, to **Configure** the modem so that it speaks the same 'language' as the remote system.

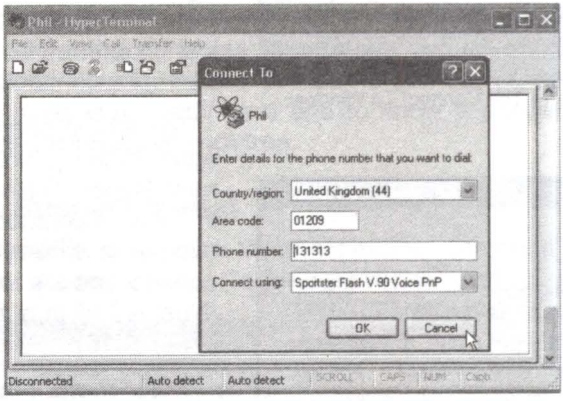
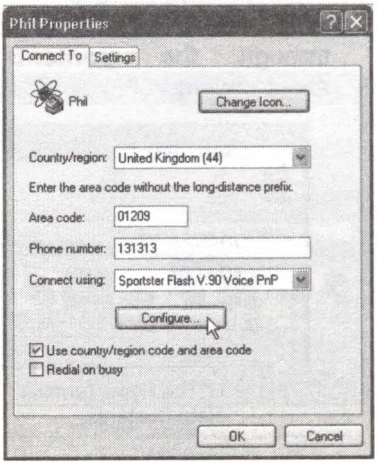


Fig. 9.18 Opening a HyperTerminal Connection.



This opens the tabbed Properties dialogue box shown in Fig. 9.19. Normally, you will find that the default parameters in this are the ones you want to use. However, in case you need to change them, we list on the next page some alternatives and their usage.

Fig. 9.19 The HyperTerminal Properties Dialogue Box.

Option	*Result*
Port speed	Specifies the transmission, or baud, rate at which your PC communicates with your modem. Typically most serial modem connections support 115.2 Kbps, which is set during installation of the modem.
Data bits	Specifies the number of data bits (binary digits) that each data packet, sent or received, contains. Most online services use '8' data bits, although a few use '7'.
Parity	Allows you to specify how the receiving computer verifies the accuracy of the data you are sending. Typically this is 'None', as most connections these days use more sophisticated error checking techniques.
Stop bits	Specifies the time between transmitted characters. This is nearly always set to '1'.
Modulation	Allows you to specify what modulation HyperTerminal should use so as to be compatible with the modem signals of the computer you are trying to connect to. Most modems fall within the 'Standard' type, but if you have trouble connecting, try switching to a non-standard modulation type.

Setting Terminal Preferences

The terminal type used by the destination site will determine the terminal type which should be used for a connection. HyperTerminal supports several common types, but in most cases the **Auto detect** option will sort this out automatically.

To make a manual selection, click the Settings tab of the Properties sheet, as shown in Fig. 9.20 on the next page, with the **Emulation** list open. Select the correct terminal option and then click the **Terminal Setup** button to set its preferences.

File Transfer Protocols

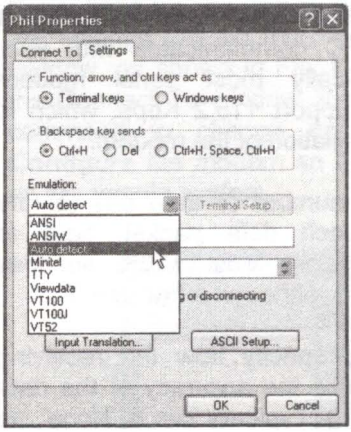


Fig. 9.20 The Properties Settings Emulation List.

Before you can send or receive files, use the HyperTerminal's **Transfer** command (Fig. 9.21) to specify the transfer protocol in either the **Send**, or **Receive** operation. The type of files you send or receive will be either binary or text files.

Text files: are normally prepared with a text editor, such as WordPad or Notepad, and saved in unformatted ASCII with only a few formatting codes such as carriage returns and linefeeds. Use the Settings tab on the Properties dialogue box and press the **ASCII Setup** button to display a sheet on which you can specify the transmission parameters for this type of file.

Binary files: are normally program or picture files which contain characters from both the ASCII and the extended ASCII character sets.

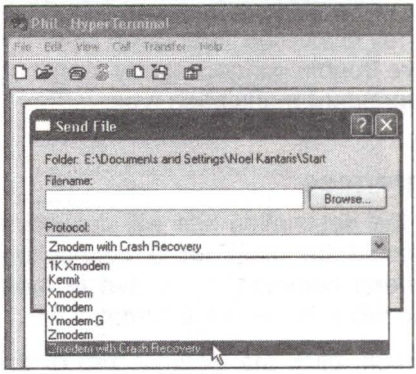


Fig. 9.21 Available Send File Protocols.

HyperTerminal supports many of the most popular protocols; which one to use depends on the receiving site. Use **Zmodem** with **Crash Recovery** whenever possible as it gives the fastest transfer rates and remembers its place if your transmission is interrupted.

Home Networking

Windows XP allows you to easily connect two or more computers at home or in a small business, so that they can share files, printers, modems, and a single connection to the Internet. Even better, the Network Setup Wizard guides you through the procedure and makes the whole process of networking painless. However, before we activate the Home Networking Wizard, we need to discuss what hardware you require for making such connections.

Hardware Requirements for Networking

Apart from having two or more computers, the following additional hardware is essential:

- Network Adapters - otherwise known as Network cards which have to be plugged into one of the slots (PCI or ISA slot) inside your computer, or for more modern computers a USB connection at the back of your computer.
- Network Media - this includes the cables or other methods used to connect the computers together.
- Internet Connection - this is optional, but can provide access to the Internet for all the networked computers by sharing one Internet connection. The hardware for this could be an ordinary or wireless modem, a broad-band cable modem, or an ISDN or DSL connection.

In addition to the above hardware, at least one computer should be running Windows XP, while the rest can be running under Windows 95/98 or Windows Me. After connecting your computers together, you must run the Network Setup Wizard first on the computer running Windows XP, then on all the others.

If you have installed the Windows Service Pack 2, you can start the Network Setup Wizard by double-clicking the additional **Control Panel** icon, shown here.

If you have not installed Service Pack 2, you can still start the Network Setup Wizard, but in a slightly roundabout way. First, click the **Network Connections** icon in the **Control Panel**, shown here, to open the Network Connections screen shown in Fig. 9.22 below. To see a similar view to the one below, select the option **List** in the **View** sub-menu.

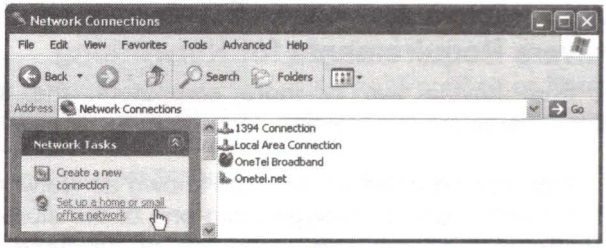


Fig. 9.22 The Network Connections Screen.

Next, click the **Set up a home or small office network** link to start the Network Setup Wizard, as shown in Fig. 9.23.

Network Setup Wizard
Welcome to the Network Setup Wizard
This wizard will help you set up this computer to run on your network. With a network you can:
• Share an Internet connection
• Set up Internet Connection Firewall
• Share files and folders
• Share a printer
To continue, click Next.
< Back
Next >
Cancel

Fig. 9.23 The Network Setup Wizard.

To proceed with the Wizard, click the **Next** button and do the following:

- In the first Wizard screen, click the **checklist for creating a network** link, as shown in Fig. 9.24

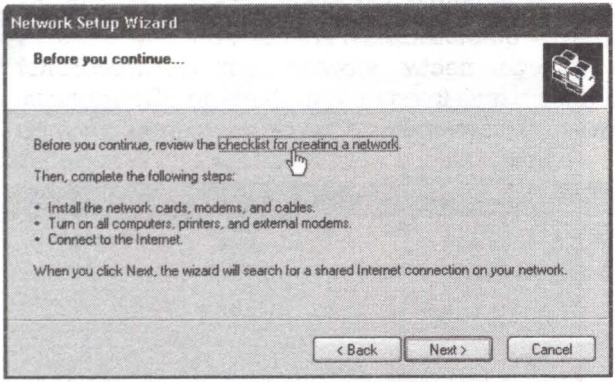

Network Setup Wizard
Before you continue...
Before you continue, review the checklist for creating a network.
Then, complete the following steps:
• Install the network cards, modems, and cables.
• Turn on all computers, printers, and external modems.
• Connect to the Internet.
When you click Next, the wizard will search for a shared Internet connection on your network.
< Back
Next >
Cancel

Fig. 9.24 The First Network Setup Wizard Screen.

This activates the **Help and Support Center** and gives you a detailed screen on the steps you need to take to create a home or small office network. We suggest that you spend some time with this help screen.

- In the second Wizard screen, select the Internet connection from the displayed list through which you would like to access the Internet, then click **Next**. Obviously, you need to have set up such a connection before it will appear in the list.
- In the third Wizard screen, select the option that best describes your computer in terms of connectivity, then click the **Next** button.
- In the fourth Wizard screens, type in a computer name by which your computer will be known, such as 'Study PC', etc., while in the fifth Wizard screen, provide a working group name, such as Home or Office.
- In the sixth Wizard screen (SP2 only), you are asked whether or not you want to establish file and printer sharing.

- In the next Wizard screen, you are given a summary of the settings the Wizard will apply, as shown in Fig. 9.25; it might take a few seconds to do so.

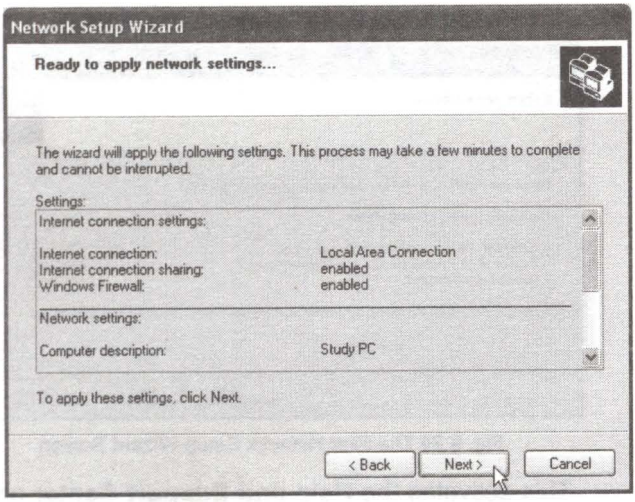

Network Setup Wizard
Ready to apply network settings...
The wizard will apply the following settings. This process may take a few minutes to complete and cannot be interrupted.
Settings:
Internet connection settings:
Internet connection: Local Area Connection
Internet connection sharing: enabled
Windows Firewall: enabled
Network settings:
Computer description: Study PC
To apply these settings, click Next.
< Back
Next >
Cancel

Fig. 9.25 The Network Setup Wizard Summary Screen.

- In the next Wizard screen computers are shown in an animated graphical display in the process of being connected to a group, as shown in Fig. 9.26 below.

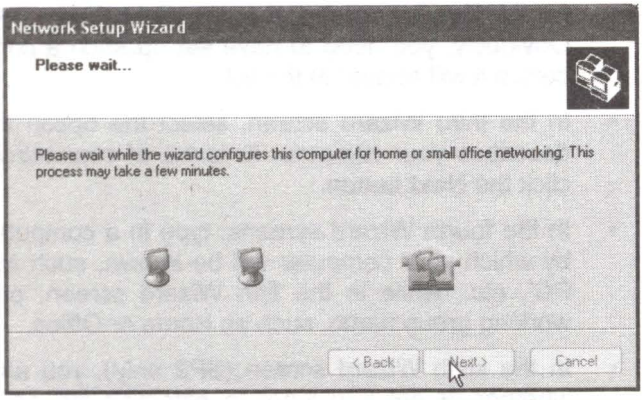

Network Setup Wizard
Please wait...
Please wait while the wizard configures this computer for home or small office networking. This process may take a few minutes.
< Back
Next >
Cancel

Fig. 9.26 Part of the animated Network Setup Wizard Screen.

At this stage, the Wizard under Service Pack 2, asks you to restart your computer so that all changes can take effect. Pre SP2 users have a few more steps to get through, as follows:

- In the next Wizard screen, shown in Fig. 9.27, you are given information on what you need to do next. For example, you must run the Network Setup Wizard on all computers on the network which operate under Windows XP, or create a Network Setup disc to be run on computers which do not operate under Windows XP.

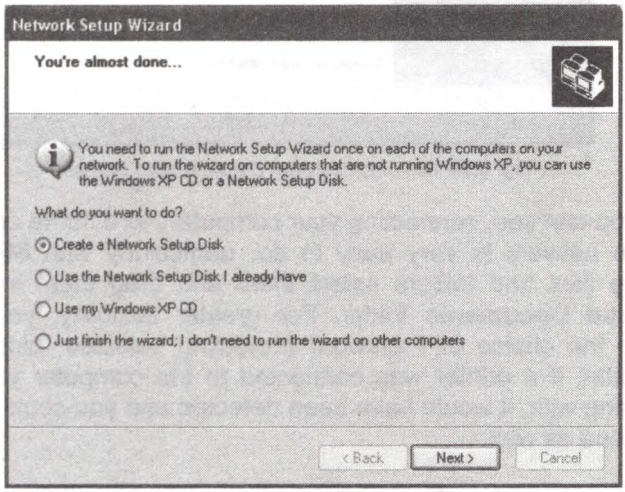

Network Setup Wizard
You're almost done...
You need to run the Network Setup Wizard once on each of the computers on your network. To run the wizard on computers that are not running Windows XP, you can use the Windows XP CD or a Network Setup Disk.
What do you want to do?
Create a Network Setup Disk
Use the Network Setup Disk I already have
Use my Windows XP CD
Just finish the wizard; I don't need to run the wizard on other computers
< Back
Next >
Cancel

Fig. 9.27 The Eighth Network Setup Wizard Screen.

Obviously, there are one or two other choices available to you on this Wizard screen.

- In the last Wizard screen, shown in Fig. 9.28 on the next page, you are given two links to the Help and Support Center. The first link provides information on how to use the Shared Documents folder, while the second link gives you an overview on shared files and folders. It is worth pursuing both these links.
- Finally, you are asked to restart your computer so that all the settings take effect.

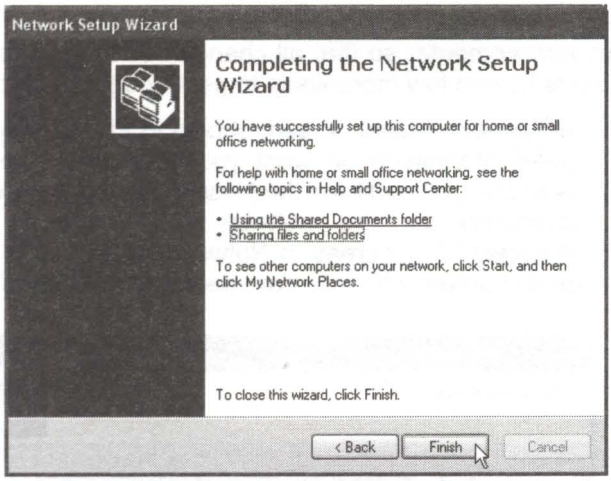

Network Setup Wizard
Completing the Network Setup Wizard
You have successfully set up this computer for home or small office networking.
For help with home or small office networking, see the following topics in Help and Support Center:
• Using the Shared Documents folder
• Sharing files and folders
To see other computers on your network, click Start, and then click My Network Places.
To close this wizard, click Finish.
< Back
Finish
Cancel

Fig. 9.28 The Final Network Setup Wizard Screen.

As you can see, connecting your computers to a home or small office network is very easy to do, particularly with SP2. To share files and folders select them and drag them into the **Shared Documents** folder. For greater flexibility, you also have the choice of Password protecting selected folders. In addition, if a printer was connected to the computer you are working with, it would have been detected and you could share that one as well.

Activating the Firewall

If you are using a network, it is a good idea to activate the Internet Connection Firewall (ICF) provided by Windows XP. A firewall is a software security system that is used to set restrictions on what information is communicated from your home or small office network to and from the Internet. It protects your network from uninvited outside access - the ICF software sits between a network and the outside world.

If you have installed Service Pack 2, please refer to Chapter 11 for activating the firewall. If you have not installed SP, click ***start***, **Control Panel**, then double-click the **Network Connections** icon, shown here, to display the window in Fig. 9.29 on the next page.

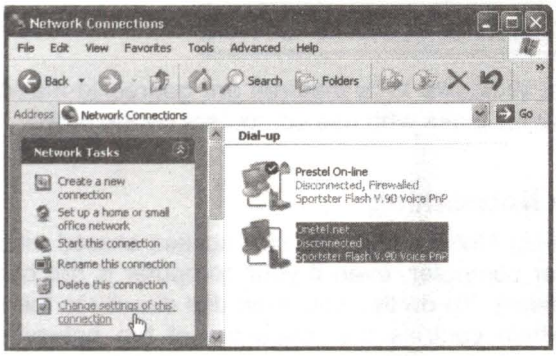


Fig. 9.29 The Network Connections Window.

Next, select the **Dial-up** connection and click the **Change settings of this connection** entry under the **Network Tasks**. In the displayed Properties dialogue box click the Advanced tab and check the **Protect my computer and network by limiting or preventing access to this computer from the Internet** box shown in Fig. 9.30.

Clicking the **Settings** button, displays another window, shown in Fig. 9.31, in which you can select restrictions appropriate to your system set-up.

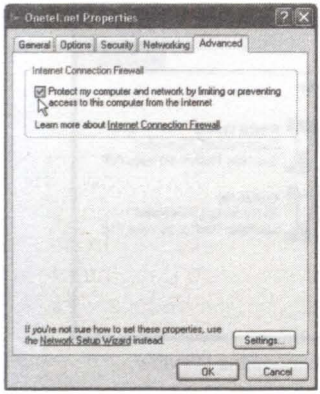

Onetel.net Properties
General Options Security Networking Advanced
Internet Connection Firewall
Protect my computer and network by limiting or preventing access to this computer from the Internet
Learn more about Internet Connection Firewall.
If you're not sure how to set these properties, use the Network Setup Wizard instead.
Settings...
OK
Cancel

Fig. 9.30 The Properties Window.

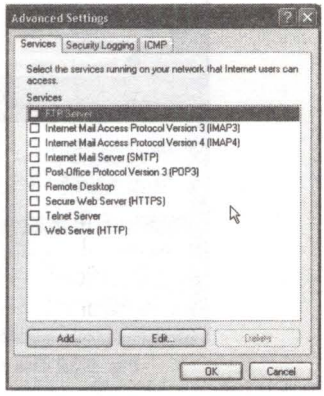


Fig. 9.31 The Advanced Settings Window.

Use the Help System for a detailed explanation of these advanced settings.

Towards the Mobile Office

Several of Windows XP's features are geared to making life a little easier for those who use computers on the move.

Dial-Up Networking

With Dial-Up Networking, you can access shared information on another computer, even if your computer is not connected to the network. To do this you must dial directly to the network server, which controls the resources of the network. If you have a computer at home, you can dial in to your office network server and connect to your work computer. Obviously, both your computer at home and the network server at work must have modems installed.

The easiest way of starting Dial-Up Networking is to click ***start***, **Control Panel**, then double-click the **Network Connections** icon to display the window in Fig. 9.32 below.

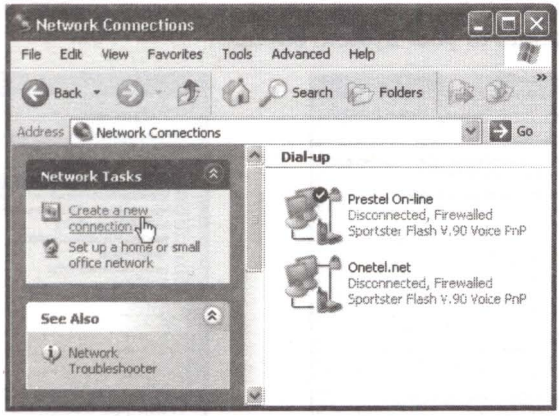


Fig. 9.32 The Network Connections Window.

Now click the **Create a New Connection** option which starts the New Connection Wizard, the second screen of which is shown in Fig. 9.33 on the next page.

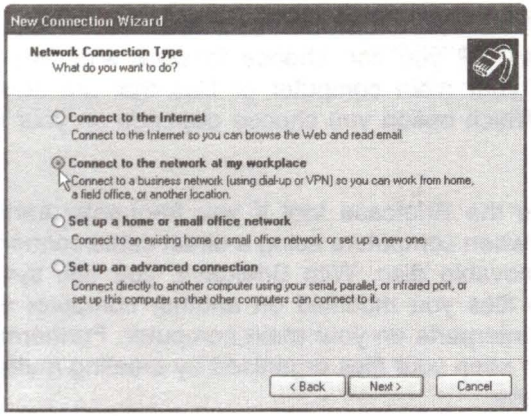

New Connection Wizard
Network Connection Type
What do you want to do?
Connect to the Internet
Connect to the Internet so you can browse the Web and read email.
Connect to the network at my workplace
Connect to a business network (using dial-up or VPN) so you can work from home, a field office, or another location.
Set up a home or small office network
Connect to an existing home or small office network or set up a new one.
Set up an advanced connection
Connect directly to another computer using your serial, parallel, or infrared port, or set up this computer so that other computers can connect to it.
< Back
Next >
Cancel

Fig. 9.33 The Second New Network Connection Wizard Screen.

Next click the **Connect to the network at my workplace** radio button followed by the **Next** button to display the third Wizard screen, as shown in Fig. 9.34.

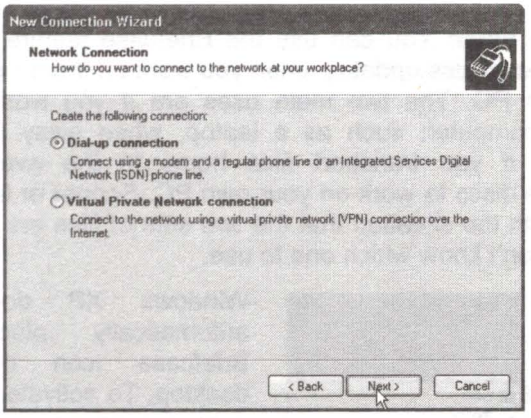

New Connection Wizard
Network Connection
How do you want to connect to the network at your workplace?
Create the following connection:
Dial-up connection
Connect using a modem and a regular phone line or an Integrated Services Digital Network (ISDN) phone line.
Virtual Private Network connection
Connect to the network using a virtual private network (VPN) connection over the Internet.
< Back
Next >
Cancel

Fig. 9.34 The Third New Network Connection Wizard Screen.

Having selected **Dial-up connection**, click the **Next** button to proceed with the set-up, and eventually, you will be asked to give a name to your new connection. Next time you click **Start**, **Connect To**, you will find an extra service listed in the menu. To connect to this service, click its icon, enter a password and click the **Dial** button on the displayed Connect dialogue box.

Using Briefcase or Offline Files

In Windows XP you can choose to work with files that are stored on your main computer or files that are stored on a network. Which option you choose depends on your needs at the time.

- Use the Briefcase tool if you frequently transfer files between computers using a direct cable connection or a removable disc. With Briefcase, you can synchronise the files you modified on another computer with their counterparts on your main computer. Furthermore, you can keep your files organised by creating multiple briefcases.
- Use the Offline Files tool if you want to work with shared files on a network. Using Offline Files, you can make changes to shared files while disconnected from the network and then synchronise them the next time you are connected to the network.

Briefcase Files: You can use the Briefcase feature to keep your copies of files updated when you work on them away from your main PC. The two main uses are if you work with a portable computer, such as a laptop, when away from the office, or if you transport files home in the evening on removable discs to work on your own PC. Sooner or later, you end up with the situation that the two sets of files are different and you don't know which one to use.

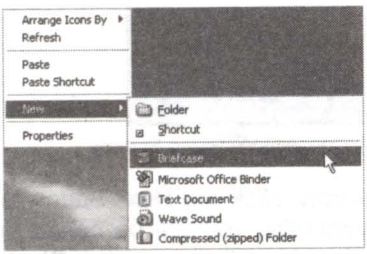


Fig. 9.35 Creating a New Briefcase.

Windows XP does not automatically place the Briefcase icon on your desktop. To activate the tool, right-click on an empty area of your desktop, then select **New, Briefcase** from the cascade menu shown in Fig. 9.35. This selection places the New Briefcase icon on your desktop with its name highlighted ready for you to rename.

To use Briefcase with a portable computer, you connect the portable and desktop computers and drag the files from the folders on your main computer to the Briefcase folder icon on your portable. When you next return to the office, after working on the files, reconnect to your main computer, open the Briefcase and click **Update All** in the Briefcase menu to automatically update the files on your main computer with the modified ones in your Briefcase. Sounds a little complicated, but it's not really.

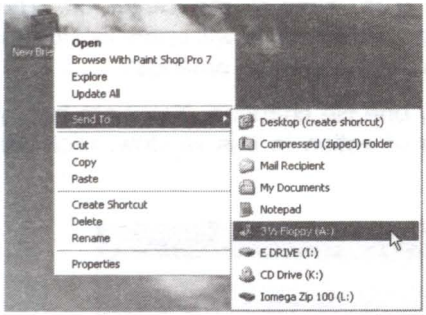


Fig. 9.36 Moving Briefcase to a Floppy.

To use a Briefcase with a floppy, you first copy the Briefcase icon onto the floppy disc (right-click it and select the **Send To** option, as shown in Fig. 9.36), then use My Computer to locate the folder (or file) you want to take home, click the **Copy this folder** (or **file**) option, then click the floppy in the displayed Copy Items dialogue box which then displays the Briefcase on the floppy, as shown in Fig. 9.37.

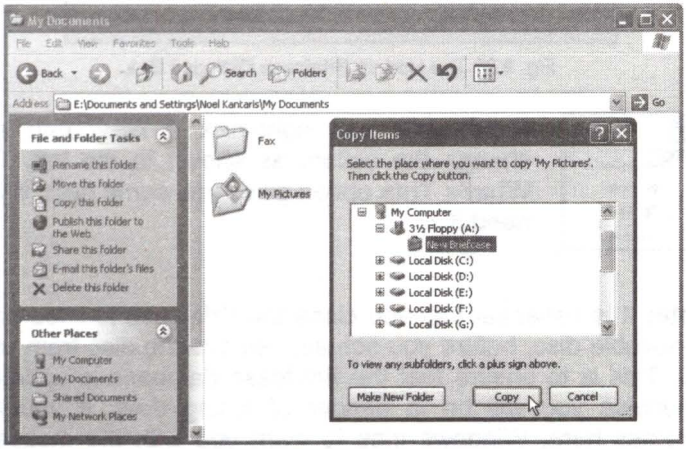


Fig. 9.37 Transferring Files to the Briefcase on the Floppy.

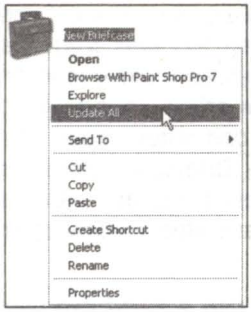


Fig. 9.38 Updating Files.

Next, take the floppy home and burn the midnight oil, using the files from the Briefcase. No need to copy them anywhere, but obviously make sure you save your work back to the Briefcase before packing it in.

When back in the office, open your floppy, right-click on the Briefcase icon and select Update All, as shown in Fig. 9.38. Now to the clever bit. The window in Fig. 9.39 will open, listing any files that have been amended.

In our case, there was only one file changed. If you are happy with the suggested course of action in this window, click the Update button.

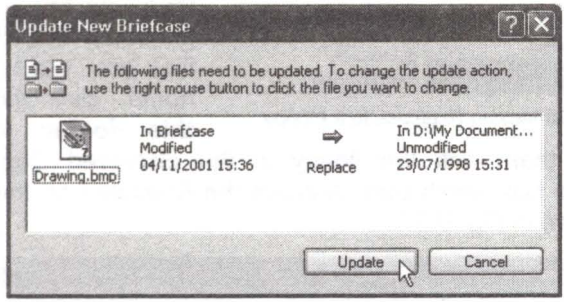
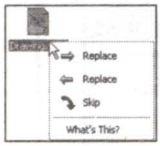


Fig. 9.39 The Update Briefcase Dialogue Box.



If not, you can right-click a file name and change the action, as shown to the left. The **What's This** option gives you some help, if you need it.

Note: It is essential that you close the Briefcase located on a removable disc, before you actually remove the disc from your PC. This is to ensure that the Briefcase database is updated, otherwise you will be in danger of losing data. If you are careless here, Windows tries to warn you with the message shown in Fig. 9.40 on the next page.

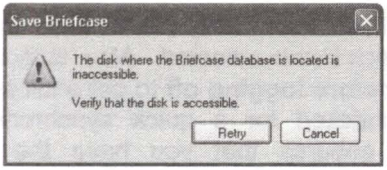

Save Briefcase
The disk where the Briefcase database is located is inaccessible.
Verify that the disk is accessible.
Retry
Cancel

Fig. 9.40 The Save Briefcase Warning Message.

If you still ignore this, you do so at your data's peril!

Offline Files: By using Offline Files, you can continue to work with network files and programs even when you are not connected to the network because, say, you have lost your connection to it or undocked your portable computer. In such a case, your view of shared network items that have been made available off-line remains just as it was when you were connected, and you can continue to work with them. With Offline Files, you have the same access permissions to those files and folders as you would have if you were connected to the network. When the status of your connection changes, an Offline Files icon appears in the status area, and an information balloon is displayed near it to notify you of the change.

When your network connection is restored or when you dock your portable computer, any changes that you made while working off-line are updated to the network. If more than one person makes changes to the same file, you are given the option of saving your version of the file to the network, keeping the other version, or saving both.

Your network system administrator can set up shared folders so that either every network file you open in that shared folder is automatically made available off-line, or only those network files you choose are made available off-line. However, unlike shortcuts to files, if a shortcut to a folder is made available off-line, the contents of that folder will not be made available off-line.

To set up your computer to use Offline Files, click ***start***, **My Computer**, then use the **Tools, Folder Options** menu command to display the Folder Options dialogue box shown in Fig. 9.41 on the next page.

On the Offline Files tab sheet, make sure that the **Enable Offline Files** check box is selected. Also, select **Synchronize all offline files before logging off** to get a full synchronisation or leave it unchecked for a quick synchronisation. A full synchronisation ensures that you have the most current versions of every network file that has been made available off-line, while a quick synchronisation ensures that you have complete versions of all your off-line files, though they may not necessarily be the most current versions.

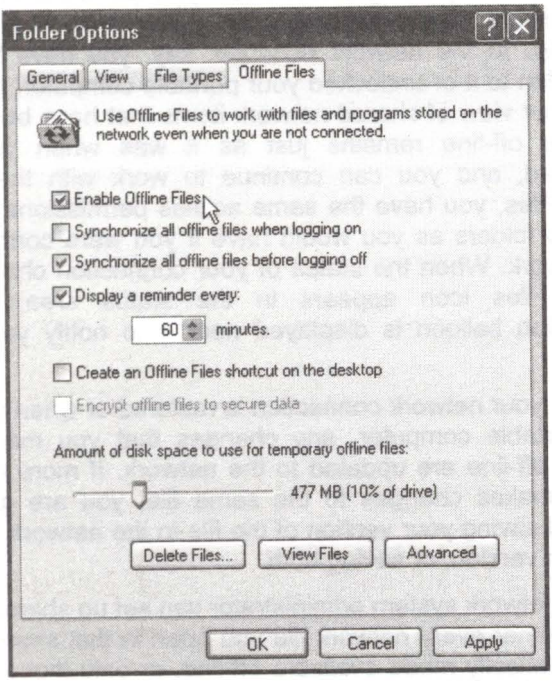

Folder Options
General
View
File Types
Offline Files
Use Offline Files to work with files and programs stored on the network even when you are not connected.
Enable Offline Files
Synchronize all offline files when logging on
Synchronize all offline files before logging off
Display a reminder every:
60
minutes.
Create an Offline Files shortcut on the desktop
Encrypt offline files to secure data
Amount of disk space to use for temporary offline files:
477 MB (10% of drive)
Delete Files...
View Files
Advanced
OK
Cancel
Apply

Fig. 9.41 The Folder Options Dialogue Box.

If you want to know more about the practicalities of Offline Files, may we suggest you approach your system administrator, as each such person will most certainly have a different idea on how such a system should work. Good luck!

10

System Tools

Windows XP, as you would expect, comes equipped with a full range of system utility programs so that you can maintain your PC's set-up as easily as possible. By default, access to all these tools is from the ***start*** menu, using the **All Programs, Accessories, System Tools** route which opens the cascade menu options shown in Fig. 10.1 below.

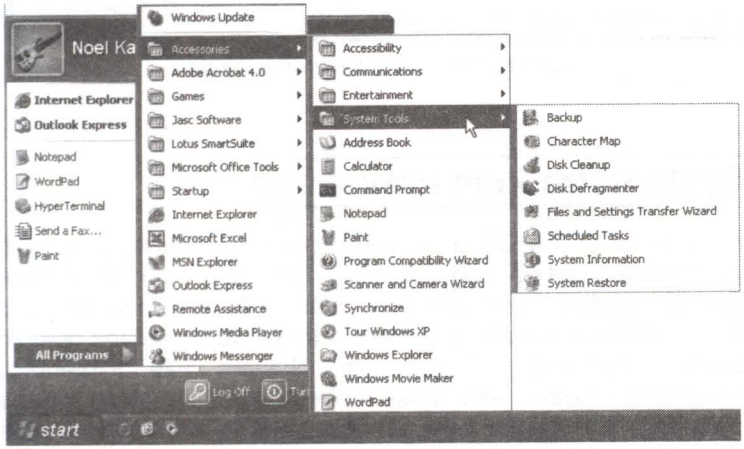


Fig. 10.1 The Cascade System Tools Menu.

We have already come across two of the **System Tools** sub-menu options; the **Character Map** and the **Files and Settings Transfer Wizard** were discussed in Chapter 6 (page 113 and 120). Of the remaining options, the **System Information** is the easiest to examine. This option offers a number of choices (Fig. 10.2), such as System Summary, Hardware Resources, etc., each one of which will be different for you from that of our system. Therefore, we leave it to you to examine the information of your own system.

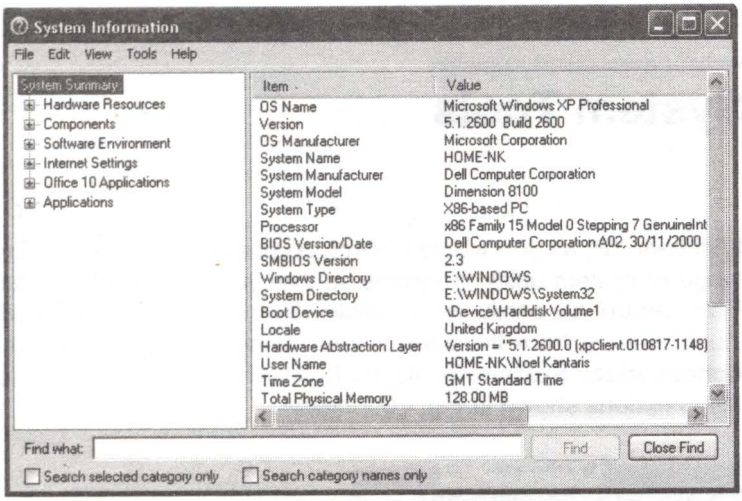


Fig. 10.2 The System Information Window.

System Problem Prevention

In versions of the OS prior to Windows Me, backing up both your system set-up and data files from hard disc to another storage medium, was essential. First with Windows Me and now with Windows XP, you have a threefold protection against System corruption. These are: System File Protection, Automatic Update, and System Restore, all of which will be discussed shortly. So now, all you have to look after is your data. After all, hard discs can 'crash' (though not as often these days as they used to) and your PC could be stolen, or lost in a fire, or flood. Any of these events would cause a serious data loss, unless you had a copy of it all, and stored it safely.

System File Protection

Windows applications sometimes can, and do, overwrite important System files which, in the past, could render your system unusable. Windows XP protects such System files by automatically restoring them to their original version, if any changes have been attempted by an application program.

Automatic Update

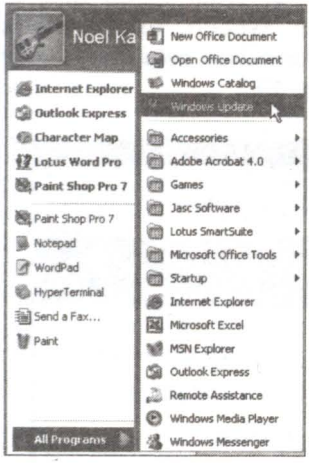


Fig. 10.3 The Windows Update Menu Option.

Windows XP can update automatically any System files, if these become available, from Microsoft's Web site. All you have to do is click ***start***, **All Programs**, and select the **Windows Update** menu option, as shown in Fig. 10.3.

After connecting to the Internet through your Internet Service Provider (ISP), you will be connected automatically to Microsoft's Web site, as shown in Fig. 10.4 below. If you have installed Service Pack 2, please refer to Chapter 11.

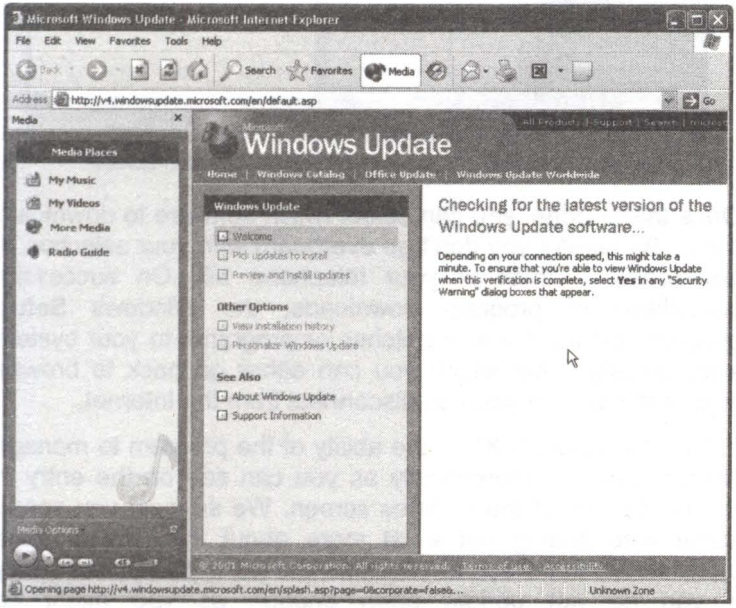

Microsoft Windows Update - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Search
Favorites
Media
Address http://v4.windowsupdate.microsoft.com/en/default.asp
Go
Media
Media Places
My Music
My Videos
More Media
Radio Guide
Windows Update
Home | Windows Catalog | Office Update | Windows Update Worldwide
Windows Update
Welcome
Pick updates to install
Review and install updates
Other Options
View installation history
Personalize Windows Update
See Also
About Windows Update
Support Information
Checking for the latest version of the Windows Update software...
Depending on your connection speed, this might take a minute. To ensure that you're able to view Windows Update when this verification is complete, select Yes in any "Security Warning" dialog boxes that appear.
Opening page http://v4.windowsupdate.microsoft.com/en/splash.asp?page=0&corporate=false&...
Unknown Zone

Fig. 10.4 Connecting to Microsoft's Update Home Page.

Next, click the **Welcome** link to get an appropriate list of updates for your system. However, in order to be able to download program patches to your system, the Windows Update program needs to have information relating to your system configuration, as shown in Fig. 10.5.

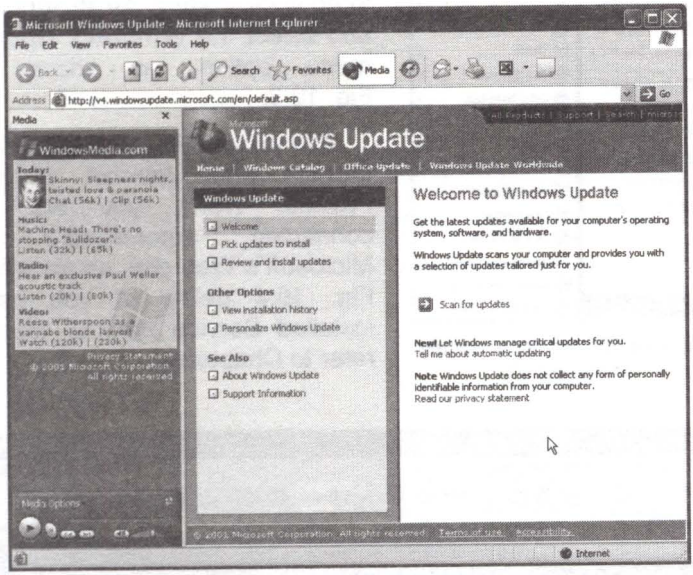

Microsoft Windows Update - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Search Favorites Media
Address http://v4.windowsupdate.microsoft.com/en/default.asp
Media
WindowsMedia.com
Windows Update
Home | Windows Catalog | Office Update | Windows Update Worldwide
Windows Update
Welcome
Pick updates to install
Review and install updates
Other Options
View installation history
Personalize Windows Update
See Also
About Windows Update
Support Information
Welcome to Windows Update
Get the latest updates available for your computer's operating system, software, and hardware.
Windows Update scans your computer and provides you with a selection of updates tailored just for you.
Scan for updates
New! Let Windows manage critical updates for you.
Tell me about automatic updating
Note Windows Update does not collect any form of personally identifiable information from your computer.
Read our privacy statement
Internet

Fig. 10.5 Connecting to Microsoft's Scan for Updates Screen.

Once this is done, you can select which software to download, if any. Be careful you don't go overboard with your selection of downloads ... think of your telephone bill. On successful completion of program downloads, the Windows **Setup** program installs the new patches or programs to your system automatically, after which you can either go back to browse Microsoft's site, or you can disconnect from the Internet.

New to Windows XP is the ability of the program to manage critical updates automatically as you can see on the entry in the right panel of the updates screen. We suggest you spend some time finding out a bit more about this. If you have installed Service Pack 2, Windows will warn you automatically if you do not update often enough as you might be compromising your system's security.

System Restore

If things go really wrong, System Restore can be used to return your PC to the last date it was working perfectly. Every time you start to install a new program, Windows XP takes a snapshot of your system prior to starting the new installation. Alternatively, you can force Windows to take a snapshot any time you choose.

To examine the System Restore utility, use the ***start*, All Programs, Accessories, System Tools** and click on its icon, shown here, which displays the screen in Fig. 10.6.

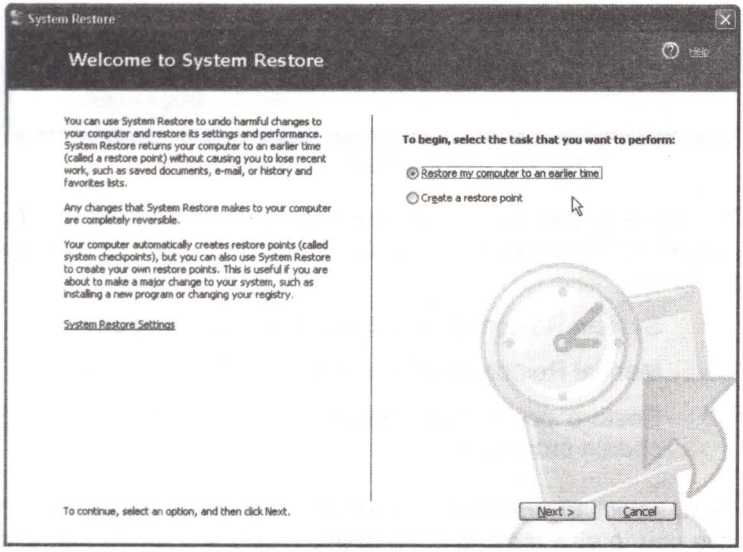

System Restore
Welcome to System Restore
Help
You can use System Restore to undo harmful changes to your computer and restore its settings and performance. System Restore returns your computer to an earlier time (called a restore point) without causing you to lose recent work, such as saved documents, e-mail, or history and favorites lists.
Any changes that System Restore makes to your computer are completely reversible.
Your computer automatically creates restore points (called system checkpoints), but you can also use System Restore to create your own restore points. This is useful if you are about to make a major change to your system, such as installing a new program or changing your registry.
System Restore Settings
To continue, select an option, and then click Next.
To begin, select the task that you want to perform:
Restore my computer to an earlier time
Create a restore point
Next >
Cancel

Fig. 10.6 The Welcome to System Restore Screen.

As you can see, from this screen you can select to Restore your computer to an earlier time, or create a Restore point. To demonstrate further what happens, we chose the **Restore my computer to an earlier time** option, then clicked the **Next** button. This displays a further screen, as shown in Fig. 10.7 on the next page.

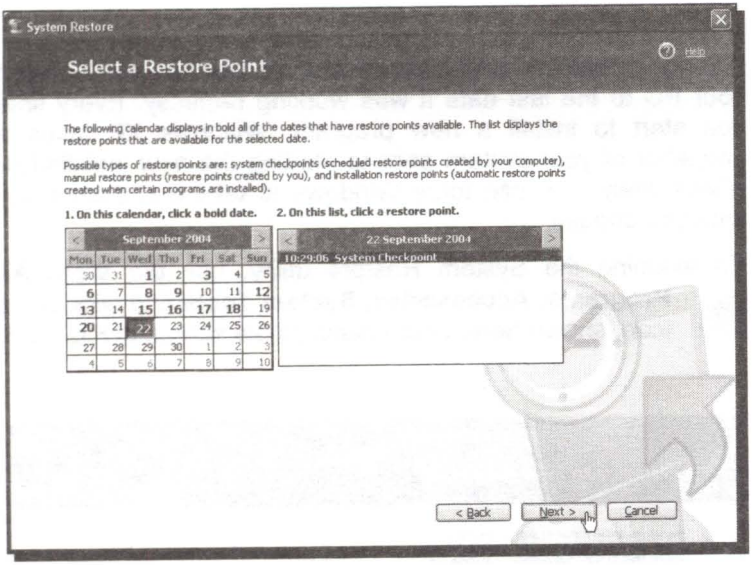

System Restore
Select a Restore Point
Help
The following calendar displays in bold all of the dates that have restore points available. The list displays the restore points that are available for the selected date.
Possible types of restore points are: system checkpoints (scheduled restore points created by your computer), manual restore points (restore points created by you), and installation restore points (automatic restore points created when certain programs are installed).
1. On this calendar, click a bold date.
2. On this list, click a restore point.
September 2004
Mon Tue Wed Thu Fri Sat Sun
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10
22 September 2004
10:29:06 System Checkpoint
< Back
Next >
Cancel

Fig. 10.7 Selecting a System Restore Point.

The dates shown in bold in the calendar are Restore points created by Windows XP. The three possible types of Restore points are:

- System Restore points created by your computer
- Manual Restore points created by you
- Restore points automatically created prior to installing certain programs.

If you select to create a Manual Restore point, Windows XP asks you to give a description of this Restore point so that you can identify it easily at a later stage, as shown in Fig. 10.8.

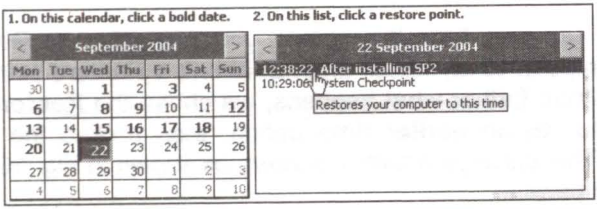

1. On this calendar, click a bold date.
2. On this list, click a restore point.
September 2004
Mon Tue Wed Thu Fri Sat Sun
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10
22 September 2004
12:38:22 After installing SP2
10:29:06 System Checkpoint
Restores your computer to this time

Fig. 10.8 A Manual Restore Point.

Disk Cleanup

You can run Disk Cleanup to help you free up space on your hard drive. The first thing that Disk Cleanup does after activation, is to ask you to select the drive you want to clean up, as shown in Fig. 10.9. It then scans the specified drive, and then lists temporary files, Internet cache files, and unnecessary program files that you can safely delete, as shown in Fig. 10.10.

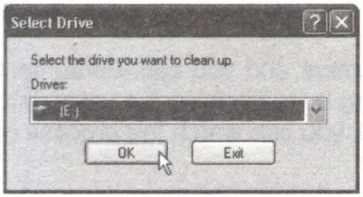


Fig. 10.9 Selecting a Drive.

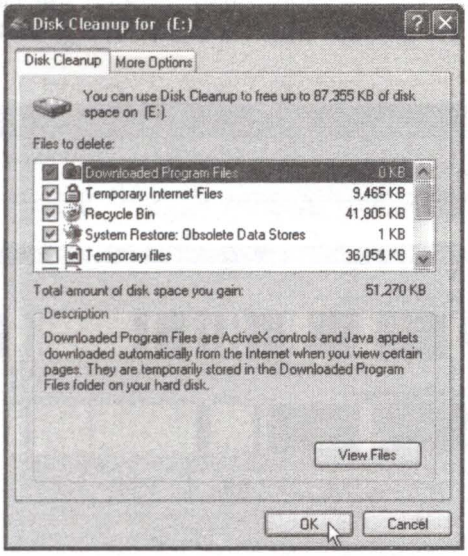

Disk Cleanup for (E:)
Disk Cleanup
More Options
You can use Disk Cleanup to free up to 87,355 KB of disk space on (E:).
Files to delete:
Downloaded Program Files 0 KB
Temporary Internet Files 9,465 KB
Recycle Bin 41,805 KB
System Restore: Obsolete Data Stores 1 KB
Temporary files 36,054 KB
Total amount of disk space you gain: 51,270 KB
Description
Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk.
View Files
OK
Cancel

Fig. 10.10 Files Found by Cleanup.

As you can see, in our case, we could free 9,465 KB of disc space by simply deleting the **Temporary Internet Files** (Web pages stored on your hard disc for quick viewing), and 41,805 KB by deleting information in the Recycle Bin. The More Options tab allows you to remove Windows components and installed programs that you do not use any more.

Defragmenting your Hard Discs

The Disk Defragmenter optimises a hard disc by rearranging the data on it to eliminate unused spaces, which speeds up access to the disc by Windows operations. You don't need to exit a running application before starting the Disk Defragmenter.

Choose which drive to defragment and you can defragment it in the background while working by minimising the utility onto the Task bar. On the other hand, you can watch the process of the operation.

For example, having selected a drive and clicking the **Analyze** button, you will be told whether defragmentation is needed or not. On the other hand, clicking the **Defragment** button, starts the process which is shown in Fig. 10.11 below.

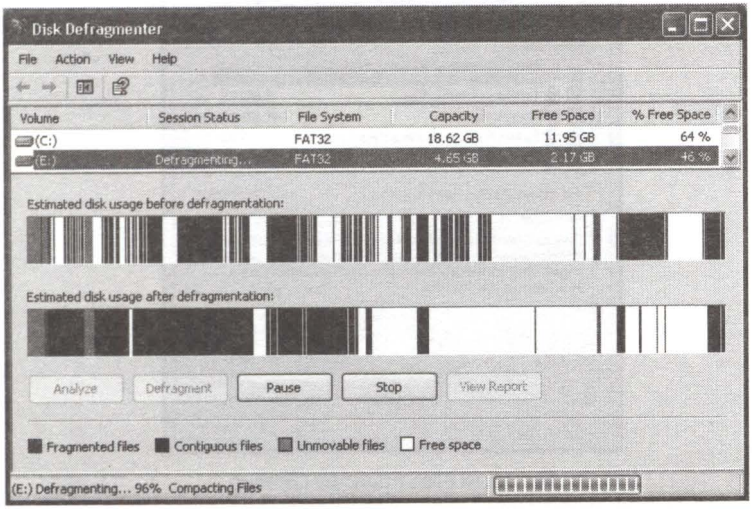

Disk Defragmenter
File Action View Help
Volume Session Status File System Capacity Free Space % Free Space
(C:) FAT32 18.62 GB 11.95 GB 64 %
(E:) Defragmenting... FAT32 4.65 GB 2.17 GB 46 %
Estimated disk usage before defragmentation:
Estimated disk usage after defragmentation:
Analyze Defragment Pause Stop View Report
Fragmented files Contiguous files Unmovable files Free space
(E:) Defragmenting... 96% Compacting Files

Fig. 10.11 Defragmentation in Progress.

On your screen you can see which files are fragmented (shown in red) and which files are not fragmented (shown in blue), while free space is shown in white. For large drives this process can take a long time, so make time for it!

Scheduled Tasks

The **Scheduled Tasks** option allows you to carry out several housekeeping tasks, such as disc cleanup, or defragmenting your data, at times convenient to you. Clicking its icon, opens the window shown in Fig. 10.12 below.

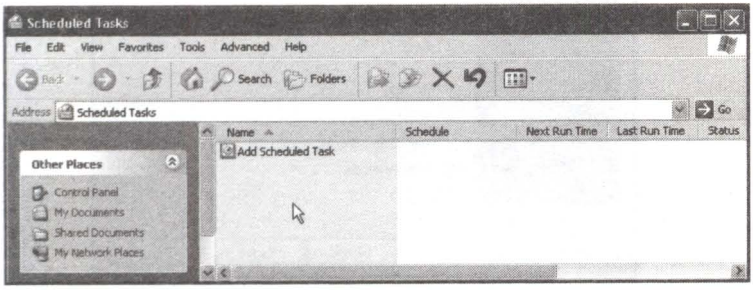


Fig. 10.12 The Scheduled Tasks Window.

On here, double-click the **Add Scheduled Task** icon to start the Wizard. Clicking **Next** on the first Wizard screen displays the second Wizard screen, shown in Fig. 10.13 below:

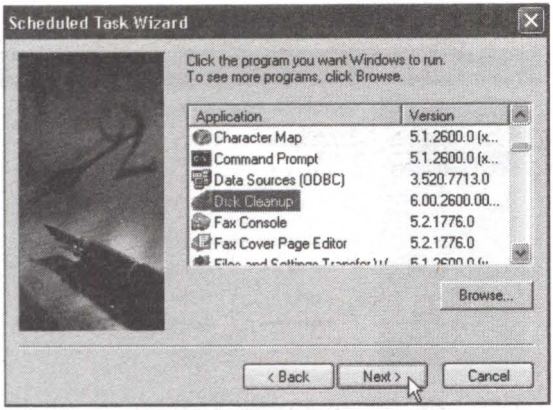


Fig. 10.13 The Second Scheduled Task Wizard Screen.

On this screen (Fig. 10.13), select the task to be Scheduled then click the **Next** button to display:

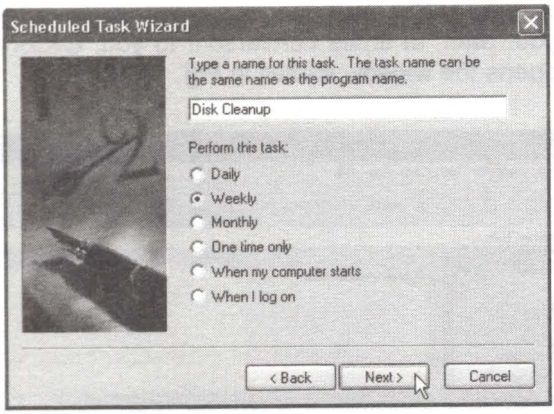


Fig. 10.14 The Third Scheduled Task Wizard Screen.

On this screen (Fig. 10.14) you are asked to specify the frequency at which you would like the selected task to be performed (we selected weekly in our example). Having done so, press the **Next** button to display the fourth Wizard screen, shown in Fig. 10.15 below.

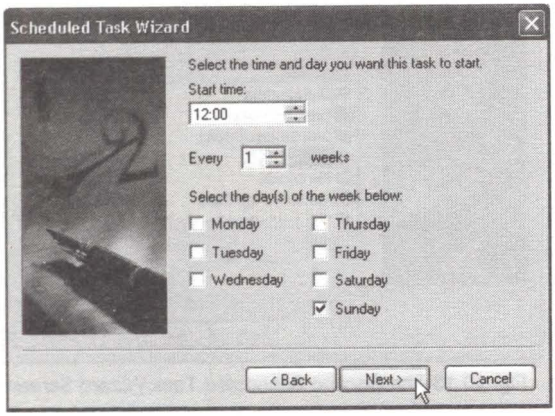


Fig. 10.15 The Fourth Scheduled Task Wizard Screen.

On this screen you are asked to specify when you want the selected task to be carried out. Obviously, your computer must be switched on in order to perform such scheduled tasks, so it's up to you to choose a convenient time. Having done so, press the **Next** button to display the fifth Wizard screen, shown in Fig. 10.16 below.

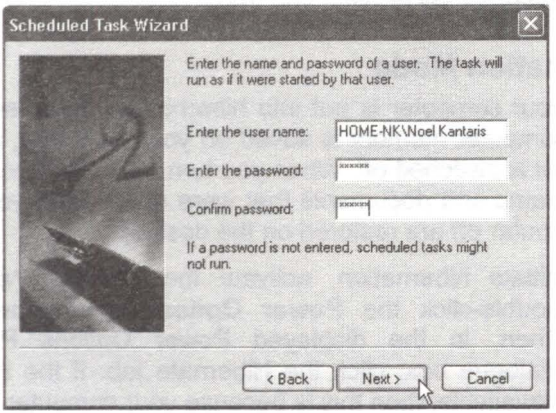

Scheduled Task Wizard
Enter the name and password of a user. The task will run as if it were started by that user.
Enter the user name:
HOME-NK\Noel Kantaris
Enter the password:
Confirm password:
If a password is not entered, scheduled tasks might not run.
< Back
Next >
Cancel

Fig. 10.16 The Fifth Scheduled Task Wizard Screen.

As you can see from the Wizard screen, you can enter the name of a user and a password. The task is then run as if it were started by the specified user. Clicking **Next**, displays the final Wizard screen and clicking the **Finish** button, performs the selected task at its chosen time.

It is a good idea to perform such tasks regularly, but make sure that

- your computer is switched on at the selected times, and
- you are not inconvenienced by your time selection.

It is, of course assumed that your PC's clock is showing the same time as your watch, otherwise you might get some unexpected surprises!

Power Saving Management

You can automatically put your computer into hibernation or standby, provided you log on as an administrator, and your computer is set up by the manufacturer to support these options. If your computer is connected to a network, network policy settings may prevent you from completing these tasks.

Hibernation Mode

When your computer is put into hibernation mode, everything in the computer memory is saved on your hard disc, and your computer is switched off. When you turn the computer back on, all programs and documents that were open when you turned the computer off are restored on the desktop.

To initiate hibernation, activate the **Control Panel** and double-click the **Power Options** icon shown here. Then, in the displayed Power Options Properties dialogue box, click the Hibernate tab. If the Hibernate tab is unavailable, then this is because your computer does not support this feature. If it does, make sure the **Enable hibernation** box is checked, as shown in Fig. 10.17.

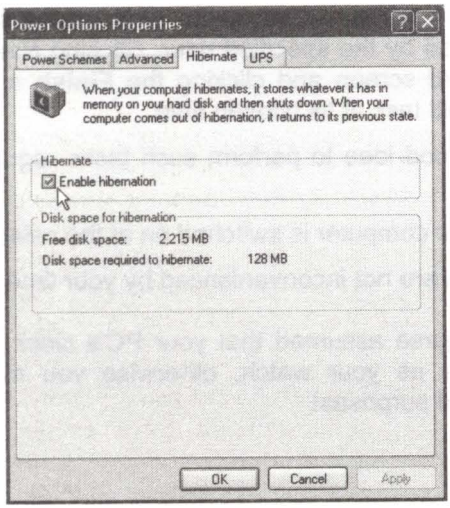

Power Options Properties
Power Schemes
Advanced
Hibernate
UPS
When your computer hibernates, it stores whatever it has in memory on your hard disk and then shuts down. When your computer comes out of hibernation, it returns to its previous state.
Hibernate
Enable hibernation
Disk space for hibernation
Free disk space: 2,215 MB
Disk space required to hibernate: 128 MB
OK
Cancel
Apply

Fig. 10.17 The Power Options Properties Screen.

Next, click the Advance tab and select what you want under **Options**, then click the down-arrow button against the **When I press the power button on my computer** box and choose what you want to happen from the drop-down options list shown in Fig. 10.18.

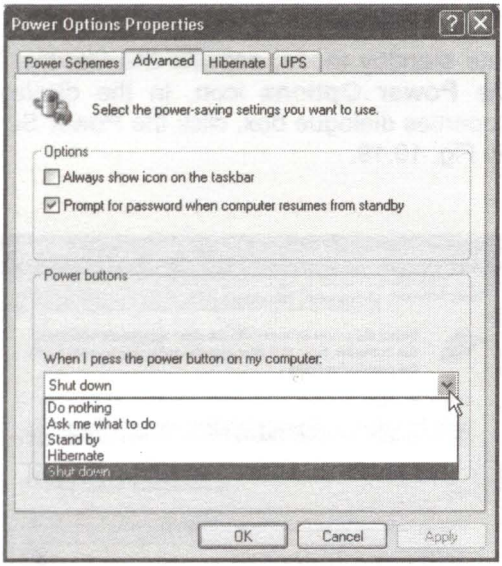


Fig. 10.18 The Power Button Options List.

Next, click the Power Schemes tab, and select a time in **System hibernates**. If you set this to, say, 'after 1 min', then you can sit back and see what happens. With our system, after one minute we were informed that it was safe to switch off the computer, which we did. When switching on the computer a few seconds later, Windows XP started up automatically (the dual boot option became unavailable) and loaded all the programs that happened to be loaded at the time of hibernation.

If you decide that you do not want your system to hibernate, just go through the procedure described above and uncheck the selected option in the Power Options Properties screen of Fig. 10.17. Finally, click the Power Schemes tab, and select 'never' for the time the **System hibernates**.

Standby Mode

When your computer is put into standby mode, information in computer memory is not saved to your hard disc. You must save all your work before putting your computer into standby mode, because if there is an interruption in power, all information in the computer's memory will be lost.

To initiate standby mode, activate the **Control Panel** and click on the **Power Options** icon. In the displayed Power Options Properties dialogue box, click the Power Schemes tab, as shown in Fig. 10.19.

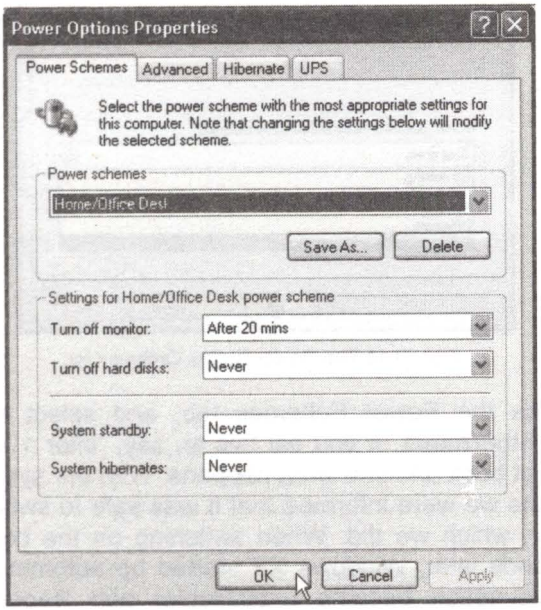


Fig. 10.19 The Power Options Power Scheme Screen.

If you are using a portable computer, you can specify one setting for battery power and a different setting for AC power. In fact, you can adjust any power management option that your computer's hardware configuration supports.

Drive Conversion to NTFS

If you did not choose to convert your Windows XP drive from the FAT file system to the NTFS file system during installation, you can do so at any time. However, before doing so, you must consider the various advantages and disadvantages associated with such a conversion. Although we have discussed this topic at the beginning of the book, we reiterate these again below.

- Do not convert your Windows XP drive to the NTFS file system if you intend to retain your Windows 95/98/Me installation, and you want to exchange document files between the two systems (in both directions).
- Convert to NTFS if you want to get better file security, including the Encrypting File System (EFS) which protects data on your hard drive by encrypting each file with a randomly generated key.
- Convert to NTFS if you want better disc compression and better support for large hard discs.
- Convert to NTFS if you have a large hard drive and don't want its performance to degrade as it does with the FAT or FAT32 system.

Finally, from an NTFS partition you can browse, read and write to files on the FAT or FAT32 partitions, but Windows 95/98/Me cannot detect the NTFS partition, so it cannot interfere with its settings. However, the conversion to NTFS is one-way, therefore, you will not be able to convert back.

To convert your Windows XP FAT or FAT32 drive to NTFS, click on ***start*** then select **All Programs, Accessories, Command Prompt** option, then type the following commands in two lines, pressing the **Enter** key at the end of each line, as shown in Fig. 10.20.

```
cd\
Convert E:/fs:ntfs
```

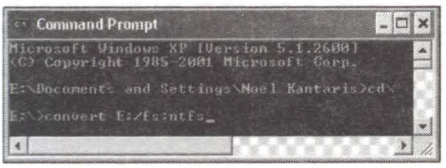


Fig. 10.20 Command Prompt.

Scanning a Hard Disc for Errors

Windows XP incorporates a utility that can check the integrity of your hard disc, and if it finds any errors, it can attempt to repair them. To start this utility, click My Computer then in the displayed screen right-click the drive you want to check, select **Properties** from the drop-down menu and click the **Tools** tab to display the screen in Fig. 10.21.

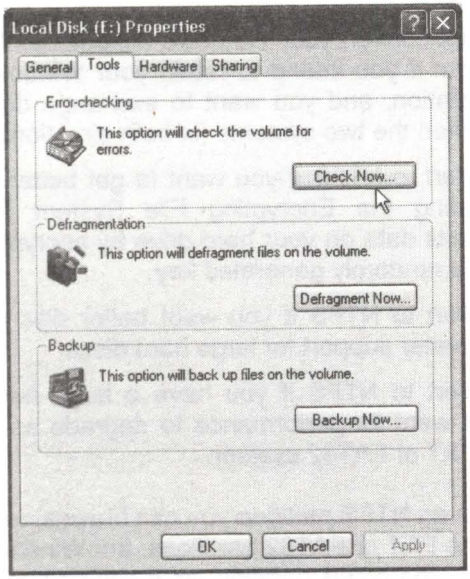


Fig. 10.21 The Disk Properties Screen.

As you can see, you have three choices; **Check Now** for disc errors, **Defragment Now**, or **Backup Now**. The last option is not available in the Windows XP Home edition.

Before you can start scanning your selected drive for errors, all running programs and applications on that drive must be closed. If you start this utility while a program on that drive is running, you will be informed of the fact in a warning box. If your disc or disc partition is formatted as NTFS, Windows automatically logs all file transactions, replaces bad clusters, and stores copies of key information for all files on the NTFS disc or disc partition.

The Backup Program

Because your system state data files are backed up by System Restore, Microsoft has only included the Backup program with the Windows XP Professional edition in which case the Backup program will be listed in the **System Tools**. The program should be used on a regular basis to back up both system set-up and data files from the hard disc to another, removable, storage medium, as hard discs can 'crash' (though not as often these days as they used to) and your PC could be stolen, or lost in a fire, or flood. Any of these events would cause a serious data loss, particularly to businesses, unless you had backed it all up, and stored it somewhere safely, preferably away from the vicinity of the PC.

Making a Back-up

We will step through the procedure of backing up, and then restoring, a selection of files. You should then be happy to carry on by yourself. Clicking the **Backup** icon in the **System Tools**, starts the Backup or Restore Wizard, as shown in Fig. 10.22.

Backup or Restore Wizard
Welcome to the Backup or Restore Wizard
This wizard helps you back up or restore the files and settings on your computer.
If you prefer, you can switch to Advanced Mode to change the settings used for backup or restore. This option is recommended for advanced users only.
Always start in wizard mode
To continue, click Next.
< Back
Next >
Cancel

Fig. 10.22 The Windows XP Professional Backup Welcome Screen.

Note the **Advance Mode** link pointed to above. Activating this link allows you to schedule backups. We will look at this later. The back-up procedure can be carried out on a tape, a floppy disc, or a removable disc. In our example, we first chose in the second Wizard screen to 'back up files and settings', then in the third Wizard screen we selected the 'Let me choose what to back up' option. In the fourth Wizard screen, shown in Fig. 10.23 below, we selected the **My Documents** folder by clicking the + sign to open its structure in the left-hand pane, then double-clicking the **My Pictures** folder to check it.

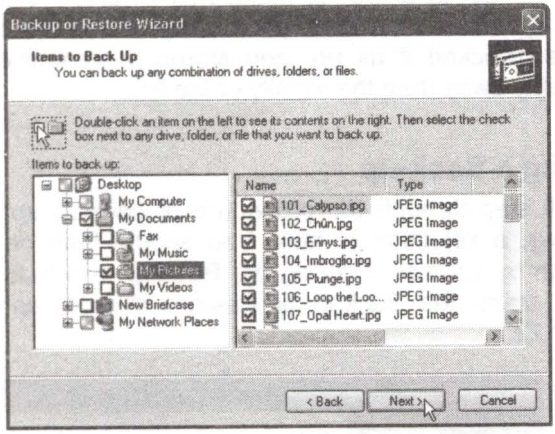

Backup or Restore Wizard
Items to Back Up
You can back up any combination of drives, folders, or files.
Double-click an item on the left to see its contents on the right. Then select the check box next to any drive, folder, or file that you want to back up.
Items to back up:
Desktop
My Computer
My Documents
Fax
My Music
My Pictures
My Videos
New Briefcase
My Network Places
Name
Type
101_Calypso.jpg JPEG Image
102_Chûn.jpg JPEG Image
103_Ennys.jpg JPEG Image
104_Imbroglio.jpg JPEG Image
105_Plunge.jpg JPEG Image
106_Loop the Loo... JPEG Image
107_Opal Heart.jpg JPEG Image
< Back
Next >
Cancel

Fig. 10.23 Selecting items to Back Up.

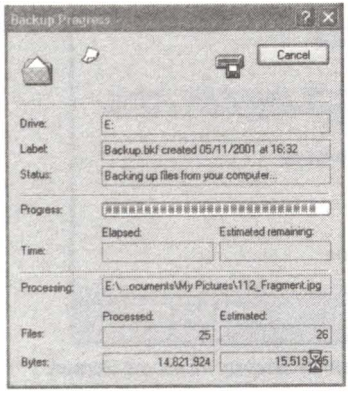


Fig. 10.24 Backing Up Process.

To select, or deselect, individual files, tick in their boxes in the right-hand pane, as shown above, and press the **Next** button. The Backup Wizard asks you to select what and where to back up, give a name to your back-up file that means something to you in the future, gives you a summary of what is intended, and lets you start the process. The window shown in Fig. 10.24, keeps you informed during the backing up process.

Backup Types

By default, during our demonstration, we have created a 'Normal' backup of the selected files. To see what other types of backup exist, first return to the opening screen of the Backup or Restore Wizard, then click the **Advance Mode** link to display the screen in Fig. 10.25.

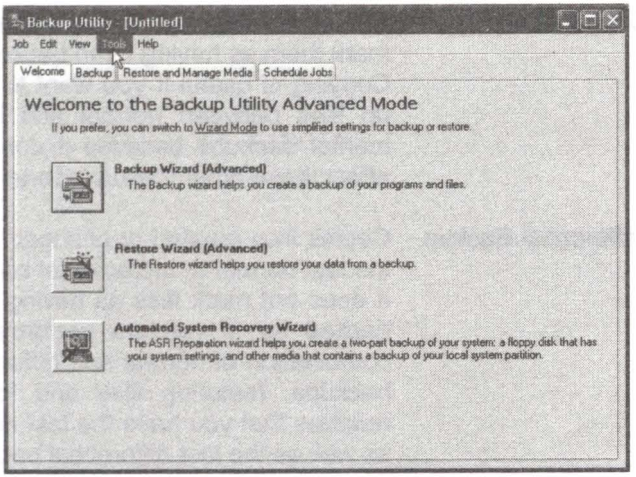

Backup Utility - [Untitled]
Job Edit View Tools Help
Welcome Backup Restore and Manage Media Schedule Jobs
Welcome to the Backup Utility Advanced Mode
If you prefer, you can switch to Wizard Mode to use simplified settings for backup or restore.
Backup Wizard (Advanced)
The Backup wizard helps you create a backup of your programs and files.
Restore Wizard (Advanced)
The Restore wizard helps you restore your data from a backup.
Automated System Recovery Wizard
The ASR Preparation wizard helps you create a two-part backup of your system: a floppy disk that has your system settings, and other media that contains a backup of your local system partition.

Fig. 10.25 The Advanced Backup Utility.

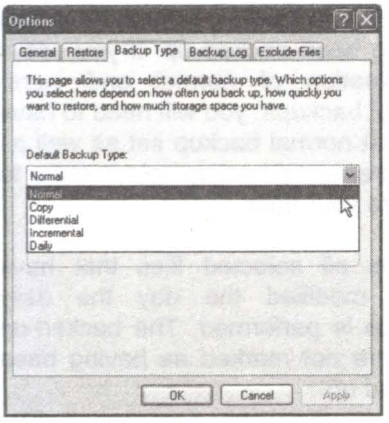

Options
General Restore Backup Type Backup Log Exclude Files
This page allows you to select a default backup type. Which options you select here depend on how often you back up, how quickly you want to restore, and how much storage space you have.
Default Backup Type:
Normal
Normal
Copy
Differential
Incremental
Daily
OK Cancel Apply

Fig. 10.26 Selecting the Backup Type.

Next, use the **Tools, Options** command to open the Options dialogue box shown in Fig. 10.26.

The Backup utility supports five methods of backing up data on your computer or network. These are listed on the next page.

Normal Backup	Copies all selected files and marks them as having been backed up. With normal backups, you need only the most recent copy of the backup file or tape to restore all of the files. A normal backup is usually performed the first time you create a backup set.
Copy Backup	Copies all selected files but does not mark them as having been backed up. Copying is useful if you want to back up files between normal and incremental backups because it does not affect these other backup operations.
Differential Backup	Copies files created or changed since the last normal or incremental backup. It does not mark files as having been backed up. If you are performing a combination of normal and differential backups, restoring files and folders requires that you have the last normal as well as the last differential backup.
Incremental Backup	Backs up only those files created or changed since the last normal or incremental backup. It marks files as having been backed up. If you use a combination of normal and incremental backups, you will need to have the last normal backup set as well as all incremental backup sets in order to restore your data.
Daily Backup	Copies all selected files that have been modified the day the daily backup is performed. The backed-up files are not marked as having been backed up.

If the data files you are backing up are not very large in size, then using a normal backup is the easiest method. The backup set is stored on one disc or tape and restoring data from it is very easy.

If the amount of your storage space is limited, then back up your data using a combination of normal and incremental backups; it is the quickest method. However, recovering files can be time-consuming and difficult because the backup set can be stored on several discs or tapes.

Finally, backing up your data using a combination of normal and differential backups is more time-consuming, especially if your data changes frequently, but it is easier to restore the data because the backup set is usually stored on only a few discs or tapes.

Restoring your Files

To restore files that have been previously backed up, place the first disc of the set in the disc drive, activate the Backup or Restore Wizard and on the second Wizard screen click the Restore radio button followed by **Next**. Again, click the + sign to open the file structure in the left-hand pane of the Restore window, as shown in Fig. 10.27.

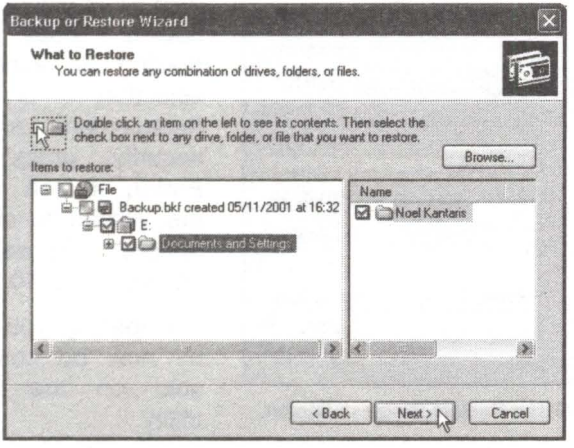

Backup or Restore Wizard
What to Restore
You can restore any combination of drives, folders, or files.
Double click an item on the left to see its contents. Then select the check box next to any drive, folder, or file that you want to restore.
Browse...
Items to restore:
File
Backup.bkf created 05/11/2001 at 16:32
E:
Documents and Setting:
Name
Noel Kantaris
< Back
Next >
Cancel

Fig. 10.27 Selecting the Backup Set to Restore.

Pressing the **Next** button, causes the program to display a Summary screen of the restore procedure. Clicking the **Advanced** button on this Summary screen, gives you a choice on where to restore the selected items, then what to do when restoring files that already exist, as shown in Fig. 10.28.

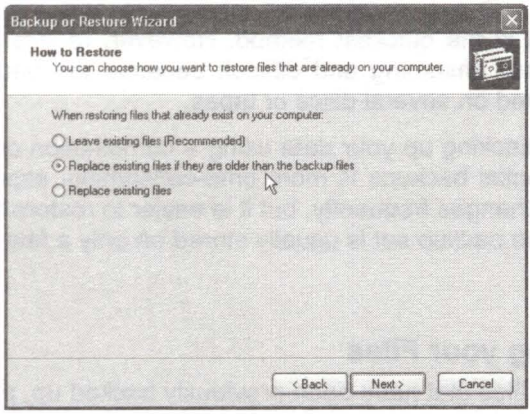

Backup or Restore Wizard
How to Restore
You can choose how you want to restore files that are already on your computer.
When restoring files that already exist on your computer:
Leave existing files (Recommended)
Replace existing files if they are older than the backup files
Replace existing files
< Back
Next >
Cancel

Fig. 10.28 Selecting How to Restore.

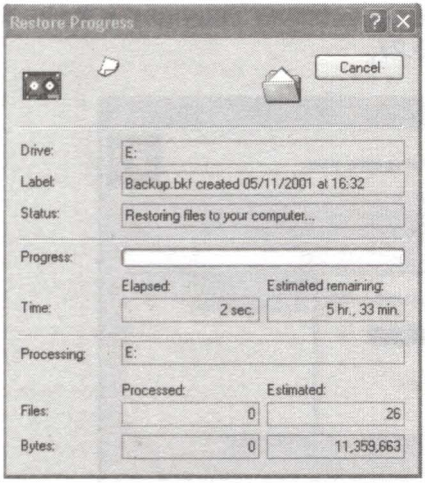


Fig. 10.29 The Restore Progress Screen.

A good choice would be to select the option to 'Replace the file on disk only if it is older than the backup copy'. After making an appropriate selection on file replacement and file security, pressing the **Finish** button causes the Wizard to start the restore process, as shown in Fig. 10.29.

Hopefully you should by now be completely sold on the Backup utility.

11

Windows Service Pack 2

As mentioned at the beginning of this book, Microsoft released Service Pack 2 in August 2004, and it can be downloaded from the Microsoft Web site. However, as this update is over 260 MB in size, downloading it via a 56k modem might take a rather long time! Alternatively, you might be able to find a PC magazine (as we did) that provides this update free on CD.

Whichever way you choose to get this update, we recommend you install it, but before doing so, ensure that all other programs are closed and that you have made a backup of your data before you start. Installation is extremely easy; just follow the instructions on the screen.

During installation, **Setup** inspects your current configuration, archives your current files and updates them. This includes making an inventory of your computer's drivers, backing up its registry, creating a restore point, installing the new update files, updating the registry keys, and running various processes. Finally, **Setup** performs a cleanup and you are asked to restart your PC. The whole installation process takes a good half hour.

Microsoft has made security the central theme of SP2, although there are some additional features that are not specifically geared to protecting your computer. The main visible changes are to be seen in the form of additional Control Panel utilities which allow you to:

- Automatically update windows XP by periodically checking its servers for new updates. These can be downloaded and installed automatically, or you could be notified of their existence so that you could do so at your convenience. This utility makes sure that you do not forget to update your Operating System and thus become compromised by virus attacks.

- Start a new, friendlier, Network Setup Wizard, as already discussed in Home Networking in Chapter 9.
- Have Bluetooth support as native, which makes communication with suitably equipped PDAs and mobile phones a lot easier. The Alerter and Messenger services (which were abused by spammers, and annoyed users) are disabled by default.
- Access a new Security Centre which monitors your PC's security settings with respect to its Firewall, Automatic Updates, and Virus protection. If your virus suite cannot be detected or its renewal date is pending, then the Security Centre will let you know.
- Access and configure the new Windows firewall which is far more sophisticated than the old and rather weak Internet Connection Firewall.
- Access a new Wireless Connection Wizard that simplifies the process of joining a wireless service with encryption in place so that your data are protected.
- Check automatically the safety of Outlook Express attachments with the Attachment Execution Service in an effort to unify the approach to attachment security with that of Microsoft Outlook. Now, SP2 protects areas of memory where previously viruses could hide and execute without your knowledge.
- Improve your privacy when you're on the Web. SP2 helps protect your private information by applying the new security settings that guard your PC to the files and content downloaded using Internet Explorer.
- Reduce annoying pop-ups with the new Internet Explorer Pop-Up Blocker which makes browsing the Internet more enjoyable by helping you reduce the unwanted ads and pop-ups.

Taking into consideration the above mentioned improvements (and many more we haven't mentioned), obtaining and installing Service Pack 2 is well worth the effort, and we strongly recommended it.

The Windows SP2 Security Center

If you have installed Service Pack 2, you can click the **Security Center** icon in the **Control Panel**, shown here, to display the Windows Security Center screen shown in Fig. 11.1.

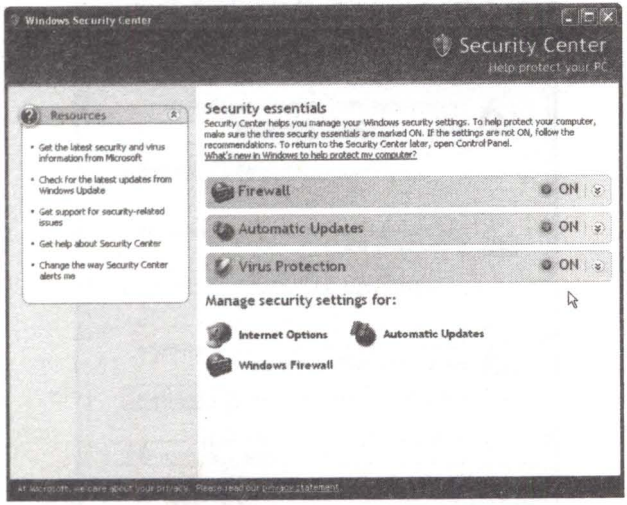

Windows Security Center
Security Center
Help protect your PC
Resources
Get the latest security and virus information from Microsoft
Check for the latest updates from Windows Update
Get support for security-related issues
Get help about Security Center
Change the way Security Center alerts me
Security essentials
Security Center helps you manage your Windows security settings. To help protect your computer, make sure the three security essentials are marked ON. If the settings are not ON, follow the recommendations. To return to the Security Center later, open Control Panel.
What's new in Windows to help protect my computer?
Firewall
ON
Automatic Updates
ON
Virus Protection
ON
Manage security settings for:
Internet Options
Automatic Updates
Windows Firewall

Fig. 11.1 The Windows Security Center Dialogue Box.

The Security Center's job is to make sure that Windows users are kept secure by installing the Firewall, keep Windows up-to-date at all times, and use antivirus software.

Each of these essential security components has a traffic light indicator; a green light means the security component is in place and is up-to-date, a yellow light indicates that you have disabled its monitor, and a red light means that there is a security risk and you are required to take action.

Each security component can be managed by clicking the relevant link at the bottom of the Security Center screen. We very strongly advise you to use these security components if you want to avoid malicious attacks on your computer from hackers and viruses.

Internet Options

To set the various Internet options, click the **Internet Options** link on the Windows Security Center screen to open the multi-tab dialogue box shown in Fig. 11.2 below.

Fig. 11.2 The Internet Properties Dialogue Box.

Most of these tab settings are the original ones available to all Windows XP users, with the exception of the Privacy tab settings that incorporate an additional feature when you install Service Pack 2. Nevertheless, we will discuss each of these tab sheets in some detail in the following pages, as these do not appear elsewhere in the book.

In the General tab sheet, you specify which page to use for your Home page (the one that is displayed when you first open Internet Explorer). From here, you can also **Delete Cookies** (information created and stored on your hard disc by Web sites you visited on your preferences when visiting that site). It is advisable to do this once in a while to free disc space.

You can also **Delete Files** which are temporary Internet files holding information on pages you visited before on a Web site. These files allow you to browse quickly through such pages because your Internet browser checks and uses these files (if the information in them has not changed) in preference to downloading them from the Internet, which takes much longer.

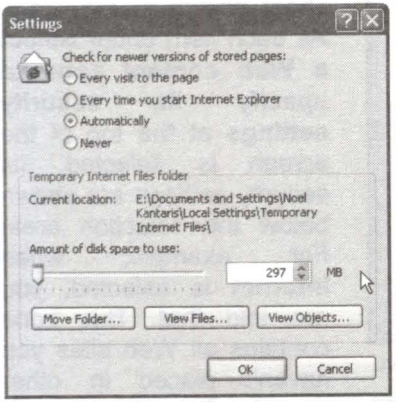


Fig. 11.3 The Settings Dialogue Box.

Obviously such temporary Internet files can take a lot of hard disc space, but you can control it by clicking the **Settings** button to open the dialogue box shown in Fig. 11.3. In here you can select from several options for checking for newer versions of stored Web pages, and you can limit the amount of hard disc space used by them. Click the **View Files** button to see a list of such temporary files held on your computer.

Going back to the General tab sheet of the Internet Properties dialogue box, you will see options at the bottom of the dialogue box dealing with **History**. This is a folder that holds links to pages you have visited, for quick access to recently viewed Web site pages without having to connect to the Internet.

To view history links, click the **History** Toolbar button, shown here to the right, on a Windows XP application such as the **Internet Explorer** or **My Computer** (to do this, use the **View**, **Toolbars**, **Customize** menu command), to open the History panel, shown in Fig. 11.4. You can choose History links from **Today** to several **Weeks Ago**.

Fig. 11.4 The History Panel.

Internet Security

If you want to stop people getting at your data or tracking what you are doing, then Internet security is important to you.

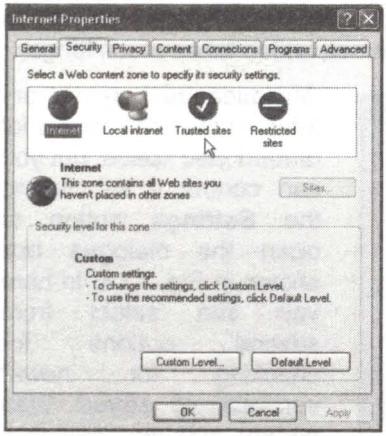


Fig. 11.5 The Internet Security Screen.

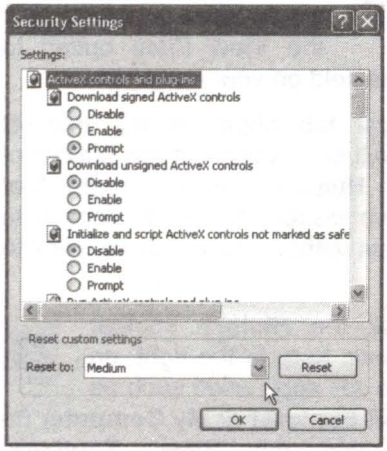


Fig. 11.6 The Security Settings Screen.

Clicking the Security tab of the Internet Properties dialogue box displays the sheet shown in Fig. 11.5. As each item under **Select a Web content zone to specify its security settings** at the top of the screen is selected, its security settings are shown below the selection area. For example, when **Internet** is selected, you are told that 'This zone contains all Web sites you haven't placed in other zones'. To change the settings, click the **Custom Level** button to display the Security Settings dialogue box shown in Fig. 11.6. In this screen you can select settings for various **ActiveX controls**. These are potentially risky actions, with some of the options not providing a **Prompt** setting.

None of these options apply to FTP folders, which are folders you upload or download to or from Web sites using the File Transfer Protocol which, however, does not use encryption or other security mechanism to protect your password when you log on to a server. If you want such security, then use Web folders instead.

Internet Privacy

Clicking the Privacy tab of the Internet Properties box displays the screen in Fig. 11.7. On here you can specify the security level for the Internet zone. As you move the slide up a notch at a time, you impose higher and higher security, while moving the slide downwards diminishes it. An explanation on what is allowed and what is not, is given next to the slide as you move it to a different level. You can also **Block pop-ups**, a feature added by Service Pack 2.

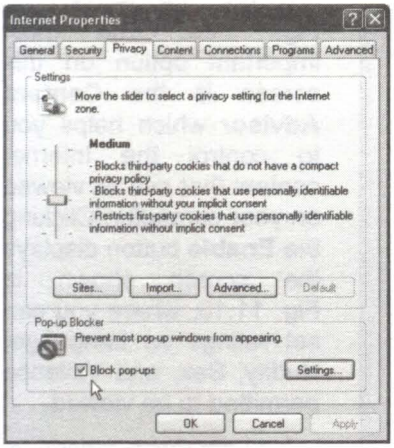


Fig. 11.7 The Internet Privacy Screen.

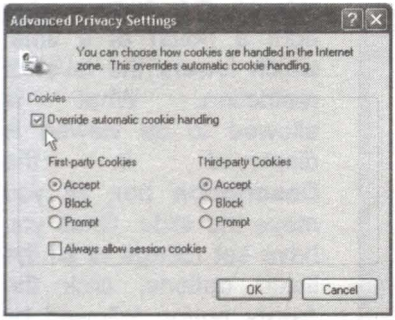


Fig. 11.8 The Advanced Privacy Settings Screen.

Clicking the **Advanced** button, displays the screen shown in Fig. 11.8, in which you can control cookies. If the override box (pointed to) is not checked, the options under it are greyed out. In that case, the Web site's privacy policy, if it exists, is displayed by **Internet Explorer**, which tells you what kind of information the Web site collects, and how it uses it. Also, Web sites might provide a (P3P) (Platform for Privacy Preferences Policy), in which case **Internet Explorer** might be able to compare your privacy settings to that of the P3P privacy policy, and determine whether or not to allow the Web site to save cookies on your computer.

If you check the override box, then you must decide how first-party and third-party cookies should be treated.

Internet Content

Clicking the Content tab of the Internet Properties dialogue box displays the screen in Fig. 11.9. The most important option on this screen is the **Content Advisor** which helps you to control the Internet content that can be viewed on your computer. Clicking the **Enable** button displays the screen shown in Fig. 11.10, where you can set ratings on Language, Nudity, Sex, and Violence permitted to be viewed.

Fig. 11.9 The Internet Content Screen.

You set these ratings by selecting each option and moving the slide to the right a notch at a time, which lowers the level of restriction. What is allowed to be viewed is displayed in the **Description** box as you move the slide. Once you have set ratings to all the listed options, click the **Apply** button followed by **OK**. This displays the Create Supervisor Password dialogue box so that you can protect these ratings.

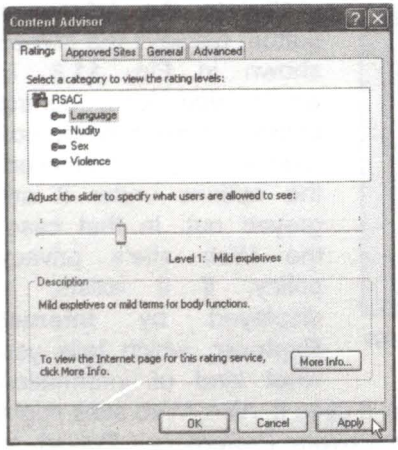


Fig. 11.10 The Content Advisor Screen.

Other options on the Content tab screen of the Internet Properties dialogue box, allow you to use **Certificates** to identify yourself, change the **AutoComplete** settings, or specify **Personal information** you can share when a Web site requests information from its visitors.

Internet Connections

Clicking the Connections tab of the Internet Properties dialogue box displays the screen in Fig. 11.11. Under the **Dial-up and Virtual Private Network settings** you will see a list of our Internet connections which are already available on this computer. However, to show you how to make such a connection, we will take you through the steps required.

Fig. 11.11 The Internet Content Screen.

To set up a new Internet connection, click the **Setup** button which starts the New Connection Wizard shown in Fig. 11.12 below.

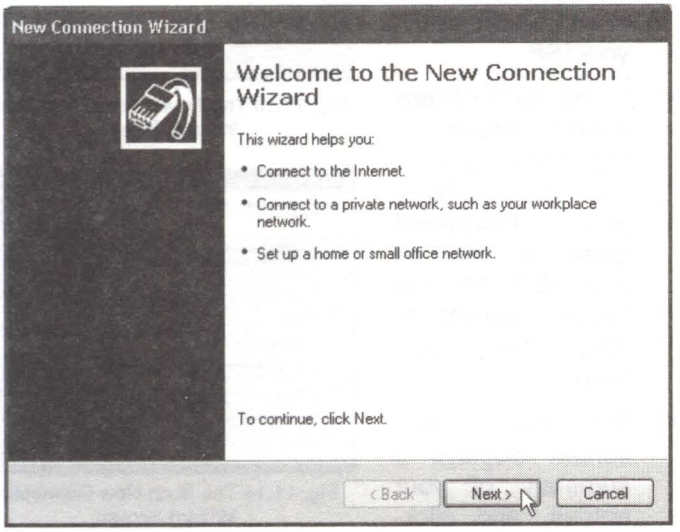

New Connection Wizard
Welcome to the New Connection Wizard
This wizard helps you:
• Connect to the Internet.
• Connect to a private network, such as your workplace network.
• Set up a home or small office network.
To continue, click Next.
< Back
Next >
Cancel

Fig. 11.12 The New Connection Wizard.

As you can see, the New Connection Wizard can be used to connect to the Internet or a private network, or set up a home or small office network. To proceed with the Wizard, click the **Next** button and do the following:

- In the first Wizard screen, select the **Connect to the Internet** option from those available and click **Next**.
- In the second Wizard screen, select the **Set up my connection manually** option and click **Next**.
- In the third Wizard screen, select the **Connect using a dial-up modem**, or one of the other options if you are connecting via one of them, and click **Next**.
- In the fourth Wizard screen, shown in Fig. 11.13, type in your ISP's name and click **Next**.
- In the fifth Wizard screen, type in the phone number of your ISP.
- In the sixth Wizard screen, shown in Fig. 11.14, type in the **User Name** and **Password** given to you by your ISP, tick the boxes relevant to you, then click **Next**.
- The final Wizard screen displays a summary of your entries, and clicking **Finish** creates the connection and closes down the Wizard.

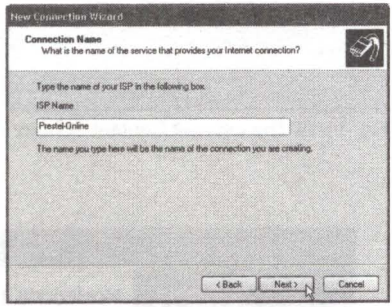

New Connection Wizard
Connection Name
What is the name of the service that provides your Internet connection?
Type the name of your ISP in the following box.
ISP Name
Prestel-Online
The name you type here will be the name of the connection you are creating.
< Back
Next >
Cancel

Fig. 11.13 The Fourth New Connection Wizard Screen.

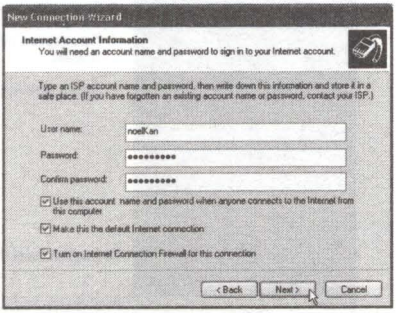
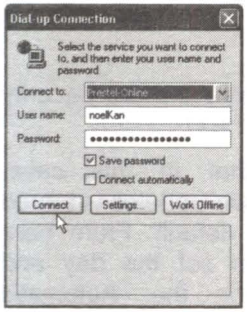

New Connection Wizard
Internet Account Information
You will need an account name and password to sign in to your Internet account.
Type an ISP account name and password, then write down this information and store it in a safe place. (If you have forgotten an existing account name or password, contact your ISP.)
User name:
noelKan
Password:
Confirm password:
Use this account name and password when anyone connects to the Internet from this computer
Make this the default Internet connection
Turn on Internet Connection Firewall for this connection
< Back
Next >
Cancel

Fig. 11.14 The Sixth New Connection Wizard Screen.



Now, whenever you activate Internet Explorer or your e-mail program, such as Outlook Express, the screen shown in Fig. 11.15 is displayed, ready for you to make the connection to your ISP.

Fig. 11.15 The Dial-up Connection Screen.

Programs for Internet Services

Clicking the Programs tab of the Internet Properties dialogue box displays the screen in Fig. 11.16. On this tab screen you can choose from drop-down lists which program Windows should use automatically for Internet services such as HTML editor, E-mail, Newsgroups, Internet call, Calendar, and Contact list.

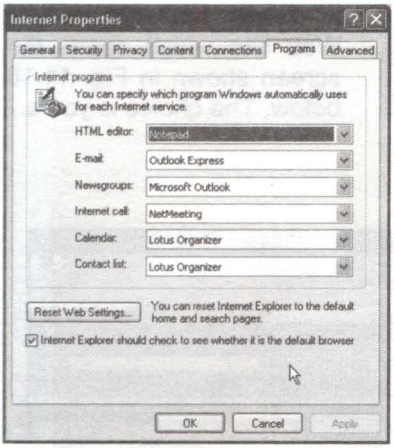


Fig. 11.16 The Internet Programs Screen.

You can also select to have Internet Explorer check to see whether it is the default browser - you might prefer to use another browser.

Advanced Options

You can use the Advanced tab of the Internet Properties dialogue box to select options on such diverse topics as: Accessibility, Browsing, Connection Protocols, Multimedia, Printing, Searching, and Security.

We found that these options are normally set when you customise your printer, browser, media player, etc., therefore we will not spend any more time on this tab sheet.

Automatic Update

Clicking the **Automatic Update** link on the Windows Security Center screen, displays the screen in Fig. 11.17

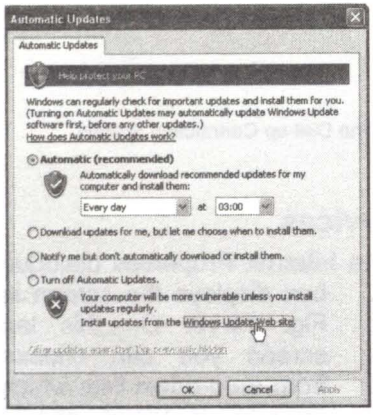

Automatic Updates
Automatic Updates
Windows can regularly check for important updates and install them for you. (Turning on Automatic Updates may automatically update Windows Update software first, before any other updates.)
How does Automatic Updates work?
Automatic (recommended)
Automatically download recommended updates for my computer and install them:
Every day
at 03:00
Download updates for me, but let me choose when to install them.
Notify me but don't automatically download or install them.
Turn off Automatic Updates.
Your computer will be more vulnerable unless you install updates regularly.
Install updates from the Windows Update web site.
OK
Cancel
Apply

Fig. 11.17 The Automatic Updates Dialogue Box.

Note that in this case, Automatic Updates is turned ON by default. From here you can set the day and time for the Automatic Update to be activated.

Alternatively you can click the link pointed to in Fig. 11.17 to connect right now to the Microsoft Update Web site which opens the screen shown in Fig. 11.18 below. The choice is yours.

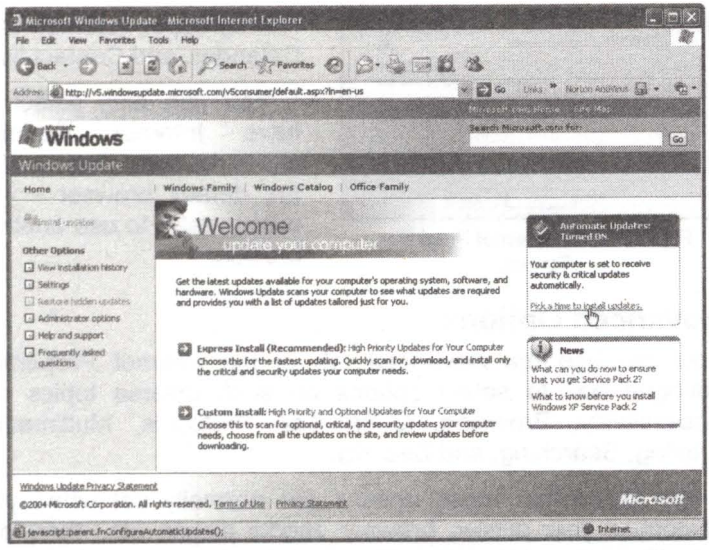

Microsoft Windows Update - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Windows
Windows Update
Home
Windows Family
Windows Catalog
Office Family
Other Options
View installation history
Settings
Restore hidden updates
Administrator options
Help and support
Frequently asked questions
Welcome
update your computer
Get the latest updates available for your computer's operating system, software, and hardware. Windows Update scans your computer to see what updates are required and provides you with a list of updates tailored just for you.
Express Install (Recommended): High Priority Updates for Your Computer
Choose this for the fastest updating. Quickly scan for, download, and install only the critical and security updates your computer needs.
Custom Install: High Priority and Optional Updates for Your Computer
Choose this to scan for optional, critical, and security updates your computer needs, choose from all the updates on the site, and review updates before downloading.
Automatic Updates: Turned ON
Your computer is set to receive security & critical updates automatically.
Pick a time to install updates.
News
What can you do now to ensure that you get Service Pack 2?
What to know before you install Windows XP Service Pack 2
Windows Update Privacy Statement
©2004 Microsoft Corporation. All rights reserved. Terms of Use | Privacy Statement
Microsoft
Internet

Fig. 11.18 The Windows Update Screen under Service Pack 2.

Windows Firewall

To set the various Internet options, click the **Windows Firewall** link on the Windows Security Center screen to open the dialogue box shown in Fig. 11.19 below.

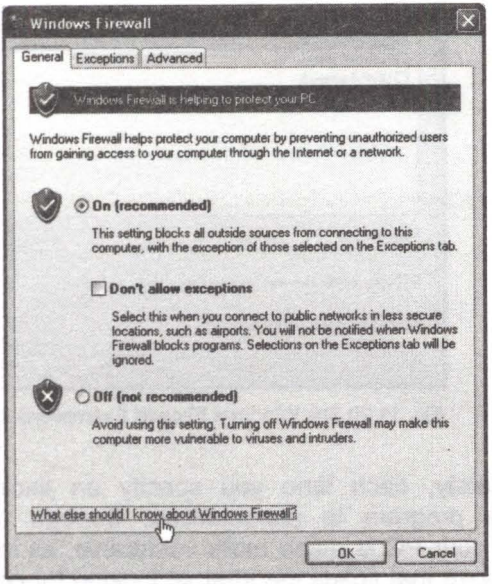

Windows Firewall
General
Exceptions
Advanced
Windows Firewall is helping to protect your PC
Windows Firewall helps protect your computer by preventing unauthorized users from gaining access to your computer through the Internet or a network.
On (recommended)
This setting blocks all outside sources from connecting to this computer, with the exception of those selected on the Exceptions tab.
Don't allow exceptions
Select this when you connect to public networks in less secure locations, such as airports. You will not be notified when Windows Firewall blocks programs. Selections on the Exceptions tab will be ignored.
Off (not recommended)
Avoid using this setting. Turning off Windows Firewall may make this computer more vulnerable to viruses and intruders.
What else should I know about Windows Firewall?
OK
Cancel

Fig. 11.19 The Windows Firewall Dialogue Box.

To find more about the Windows Firewall, click the link pointed to in the screen above. The **Help and Support Center** will display detail information relating to the subject and most importantly will tell you what the Windows Firewall can do and what it cannot do.

Clicking the Exceptions tab of the Windows Firewall dialogue box of Fig. 11.19, will open the screen shown in Fig. 11.20 on the next page, in which you can specify what programs and services should be exempt. For example, both the File and Printer sharing and the Remote Assistance are exempt by default. If either of these are not relevant to you, we suggest you unckeck their boxes.

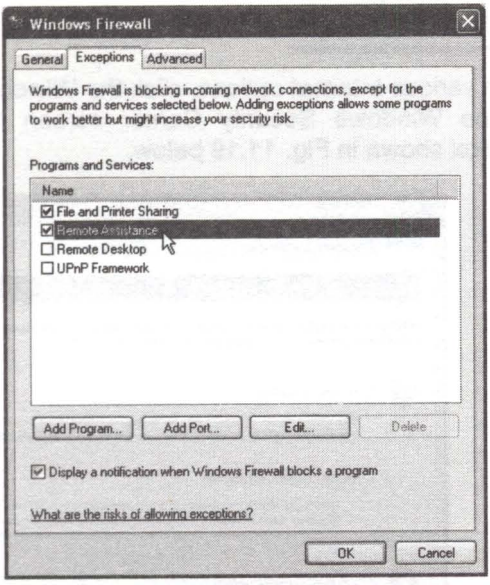


Fig. 11.20 The Windows Firewall Exemptions screen.

Unfortunately, each time you specify an exception, which allows a program to communicate through the Windows Firewall, your PC is made more vulnerable, as intruders often use software that scans the Internet looking for computers with unprotected connections. If you have many exceptions and open ports, your PC can become a victim of these intruders.

If you need to add a program to the exemption list you must log on as the Administrator and, if the program or service that you want to allow is not listed, click the **Add Program** button and in the displayed list select the program that you want to add (or browse to it if not listed) and then click **OK**. The chosen program will then appear selected on the list under **Programs and Services**. Adding an exception is preferable to adding a port, as the former is more secure because the firewall is only open while the program is waiting to receive the connection, while the latter is an open door to an intruder.

Unless you are an advanced user, the facilities available in the Advanced tab sheet, are best left alone.

12

The Command Prompt

If you are an experienced PC user, you may well prefer to do much of your specialised work by entering instructions in the Command window. Windows XP, just like Windows NT/2000, still lets you do this.

To display the Command Prompt window, click ***start***, **All Programs, Accessories** and select the **Command Prompt** option from the cascade menu. This opens the window in Fig. 12.1 below.

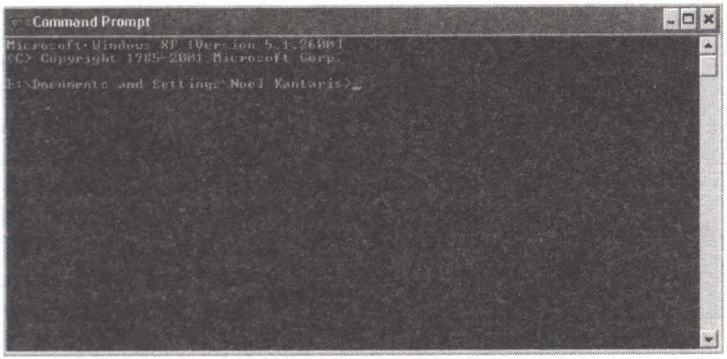
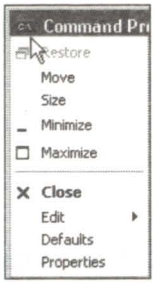

Command Prompt
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
E:\Documents and Settings\Noel Kantaris>

Fig. 12.1 The Command Prompt Window.

For this section of the book, you might find it more convenient to place a shortcut to the **Command Prompt** icon on your desktop. To do this, right-click its entry on the cascade menu, then select **Send To, Desktop** from the displayed drop-down menu.

If you are a Windows 95/98/Me user, you will notice the absence of the toolbar from the above window. However, don't despair, as most of the commands provided by such a toolbar can be carried out from the command menu.



To illustrate this, let us change the appearance of the Command Prompt screen so that you can display, say, black lettering on white background. To do this, click on the **Command** button (to be found at the upper left corner of the window) which displays the drop-down menu shown in Fig. 12.2 to the left. Next, select the **Properties** menu option which displays the dialogue box in Fig. 12.3.

Fig. 12.2 The Command Shortcut Menu.

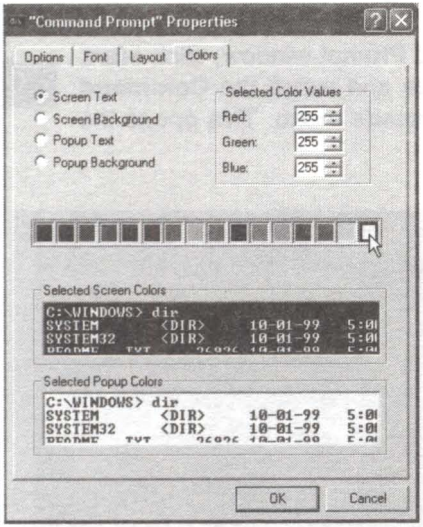


Fig. 12.3 The Properties Dialogue Box.

Here we show the Colors tab sheet in which we made the following selections:

Screen Text: Black
Screen Background: White
Popup Text: Blue
Popup Background: Grey.

In the Options tab sheet, you can select the Cursor Size, Display Options (window or full screen), Command History, and Edit Options. In the Font tab sheet you can select Font Size and Font Style. In the Layout tab sheet you can select Screen Buffer Size, Window Size, and Window Position. Pressing the **OK** button, displays an additional dialogue box, asking you to select between 'Apply properties to current window only', or 'Modify shortcut that started this window'. Choosing the latter will make your selections default for all sessions of the Command Prompt.

In Windows XP, just like in Windows NT/2000, you use DOS commands in the Command Prompt window. To illustrate the point, type ***dir*** and press the **Enter** key. What is displayed is shown at the top half of the screen in Fig. 12.4.

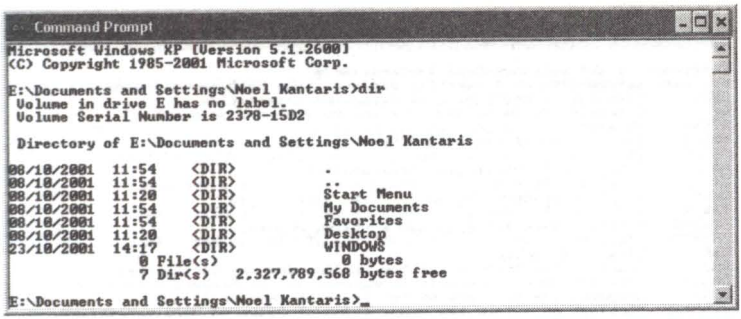

Command Prompt
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
E:\Documents and Settings\Noel Kantaris>dir
Volume in drive E has no label.
Volume Serial Number is 2378-15D2
Directory of E:\Documents and Settings\Noel Kantaris
08/10/2001 11:54 <DIR> .
08/10/2001 11:54 <DIR> ..
08/10/2001 11:20 <DIR> Start Menu
08/10/2001 11:54 <DIR> My Documents
08/10/2001 11:54 <DIR> Favorites
08/10/2001 11:20 <DIR> Desktop
23/10/2001 14:17 <DIR> WINDOWS
0 File(s) 0 bytes
7 Dir(s) 2,327,789,568 bytes free
E:\Documents and Settings\Noel Kantaris>

Fig. 12.4 The Structure of the Disc Holding Windows XP.

This, of course, is a typical DOS screen. To prove the point, type ***dir /w*** and press the **Enter** key. In fact, with Windows XP, as with Windows NT/2000, the facility of using DOS commands in the Command Prompt window is mainly provided for backward compatibility and, therefore, if you want to adopt this method of working, we assume that you must be familiar with DOS commands, switches, filters, and batch files. Such files are most likely to be written by the System Administrator, to perhaps advertise to the network users, rules, events, or new packages.

All the available DOS commands are shown in Fig. 12.6, and can be displayed in the Command Prompt window by typing ***help*** followed by **Enter**. Information on individual commands can be displayed by either typing ***help command_name***, or typing ***command_name /?***. Either will produce an extensive list of command switches with explanation, as shown in Fig. 12.5.

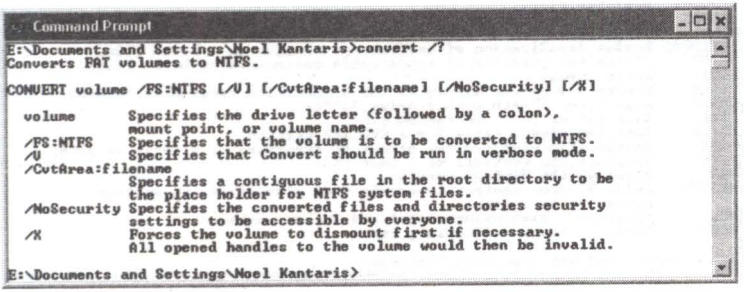

Command Prompt
E:\Documents and Settings\Noel Kantaris>convert /?
Converts FAT volumes to NTFS.
CONVERT volume /FS:NTFS [/V] [/CvtArea:filename] [/NoSecurity] [/X]
volume Specifies the drive letter (followed by a colon), mount point, or volume name.
/FS:NTFS Specifies that the volume is to be converted to NTFS.
/V Specifies that Convert should be run in verbose mode.
/CvtArea:filename Specifies a contiguous file in the root directory to be the place holder for NTFS system files.
/NoSecurity Specifies the converted files and directories security settings to be accessible by everyone.
/X Forces the volume to dismount first if necessary. All opened handles to the volume would then be invalid.
E:\Documents and Settings\Noel Kantaris>

Fig. 12.5 Getting Help with DOS Commands.

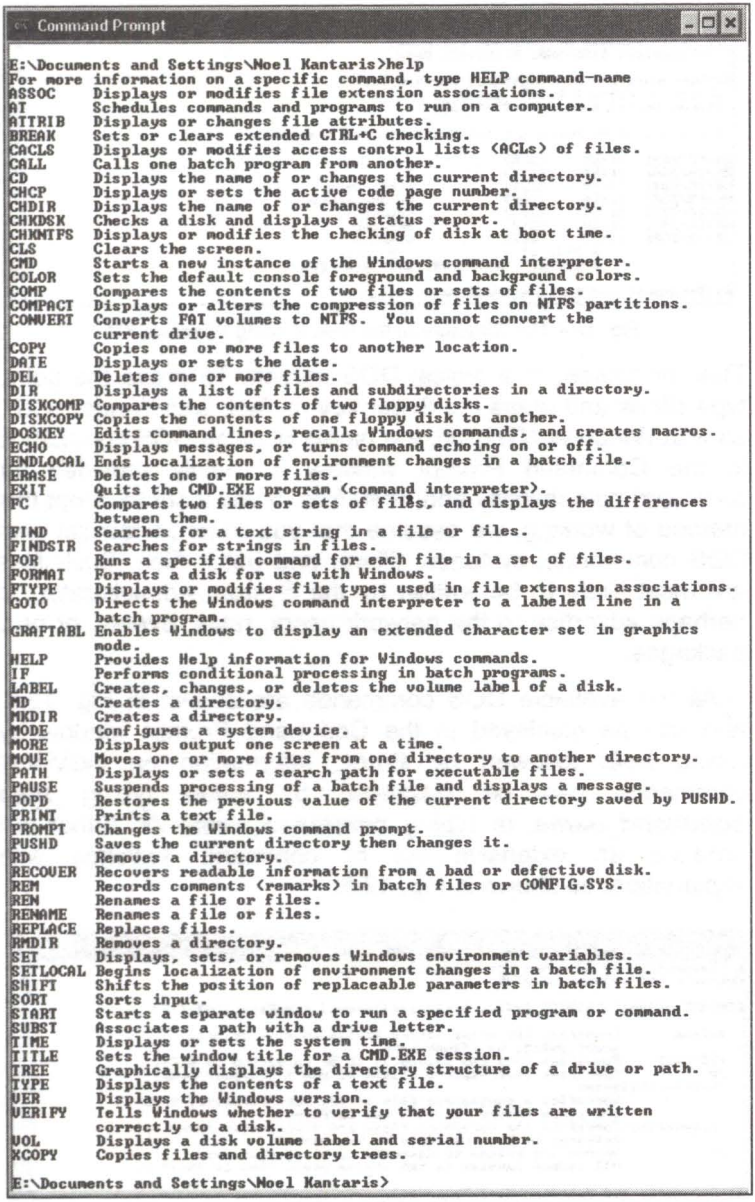

Command Prompt
E:\Documents and Settings\Noel Kantaris>help
For more information on a specific command, type HELP command-name
ASSOC Displays or modifies file extension associations.
AT Schedules commands and programs to run on a computer.
ATTRIB Displays or changes file attributes.
BREAK Sets or clears extended CTRL+C checking.
CACLS Displays or modifies access control lists (ACLs) of files.
CALL Calls one batch program from another.
CD Displays the name of or changes the current directory.
CHCP Displays or sets the active code page number.
CHDIR Displays the name of or changes the current directory.
CHKDSK Checks a disk and displays a status report.
CHKNTFS Displays or modifies the checking of disk at boot time.
CLS Clears the screen.
CMD Starts a new instance of the Windows command interpreter.
COLOR Sets the default console foreground and background colors.
COMP Compares the contents of two files or sets of files.
COMPACT Displays or alters the compression of files on NTFS partitions.
CONVERT Converts FAT volumes to NTFS. You cannot convert the
current drive.
COPY Copies one or more files to another location.
DATE Displays or sets the date.
DEL Deletes one or more files.
DIR Displays a list of files and subdirectories in a directory.
DISKCOMP Compares the contents of two floppy disks.
DISKCOPY Copies the contents of one floppy disk to another.
DOSKEY Edits command lines, recalls Windows commands, and creates macros.
ECHO Displays messages, or turns command echoing on or off.
ENDLOCAL Ends localization of environment changes in a batch file.
ERASE Deletes one or more files.
EXIT Quits the CMD.EXE program (command interpreter).
FC Compares two files or sets of files, and displays the differences
between them.
FIND Searches for a text string in a file or files.
FINDSTR Searches for strings in files.
FOR Runs a specified command for each file in a set of files.
FORMAT Formats a disk for use with Windows.
FTYPE Displays or modifies file types used in file extension associations.
GOTO Directs the Windows command interpreter to a labeled line in a
batch program.
GRAFTABL Enables Windows to display an extended character set in graphics
mode.
HELP Provides Help information for Windows commands.
IF Performs conditional processing in batch programs.
LABEL Creates, changes, or deletes the volume label of a disk.
MD Creates a directory.
MKDIR Creates a directory.
MODE Configures a system device.
MORE Displays output one screen at a time.
MOVE Moves one or more files from one directory to another directory.
PATH Displays or sets a search path for executable files.
PAUSE Suspends processing of a batch file and displays a message.
POPD Restores the previous value of the current directory saved by PUSHD.
PRINT Prints a text file.
PROMPT Changes the Windows command prompt.
PUSHD Saves the current directory then changes it.
RD Removes a directory.
RECOVER Recovers readable information from a bad or defective disk.
REM Records comments (remarks) in batch files or CONFIG.SYS.
REN Renames a file or files.
RENAME Renames a file or files.
REPLACE Replaces files.
RMDIR Removes a directory.
SET Displays, sets, or removes Windows environment variables.
SETLOCAL Begins localization of environment changes in a batch file.
SHIFT Shifts the position of replaceable parameters in batch files.
SORT Sorts input.
START Starts a separate window to run a specified program or command.
SUBST Associates a path with a drive letter.
TIME Displays or sets the system time.
TITLE Sets the window title for a CMD.EXE session.
TREE Graphically displays the directory structure of a drive or path.
TYPE Displays the contents of a text file.
VER Displays the Windows version.
VERIFY Tells Windows whether to verify that your files are written
correctly to a disk.
VOL Displays a disk volume label and serial number.
XCOPY Copies files and directory trees.
E:\Documents and Settings\Noel Kantaris>

Fig. 12.6 The Available DOS Commands.

Running DOS Programs

With Windows XP, just as in Windows 95/98/Me/NT/2000, the easiest way to issue a single DOS command that involves running a program, is in the **Run** window, shown in Fig. 12.7, opened from the ***start*** menu. Its big advantage is that all previous commands are remembered. Clicking the down arrow, opens a small 'database' of your most used commands, including path and file names, etc. The command itself is actioned in a 'one off' Command Prompt window, as shown in Fig. 12.8 below.

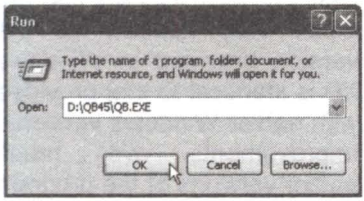


Fig. 12.7 The Run Window.

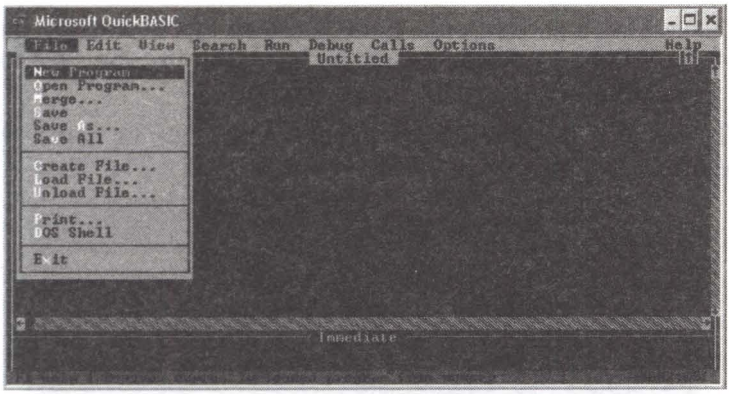


Fig. 12.8 Running a DOS Program in a Command Prompt Window.

To switch between full screen and a window, use the **Alt+Enter** key combination. When you have finished using this window you have to close it by clicking the **x** (close) button, in the top right-hand corner of the screen which displays the End Program warning box. To end the program, click the **End Now** button on the displayed box.

The MS-DOS Editor

Windows XP includes the **Edit** text editor, to be found in the **\WINDOWS\system32** subdirectory, as shown in Fig. 12.9. Users of MS-DOS will find the editor very familiar, as the version provided in Windows XP is identical to that provided with earlier Windows versions. Improvements over much earlier versions of the program are:

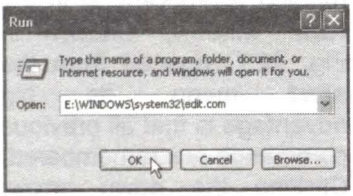


Fig. 12.9 Running the Windows Edit.

- You can open up to nine files at the same time, split the screen between two files, and easily copy and paste information between them.
- You can open files as large as 4MB.
- You can open filenames and navigate through the directory structure just as you can in the rest of Windows.

The editor is opened, as one would expect from its name, by typing **Edit** at the Command Prompt, as shown in Fig. 12.10.

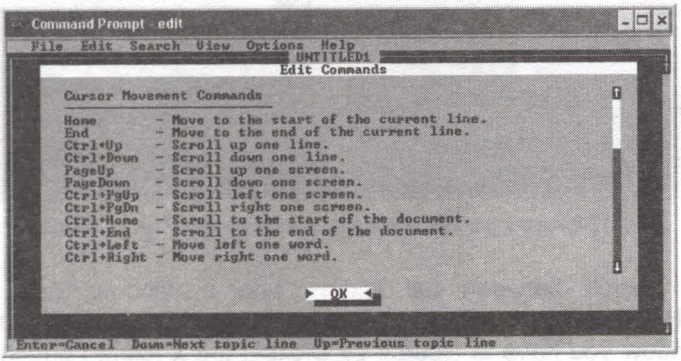

Command Prompt - edit
File Edit Search View Options Help
UNTITLED1
Edit Commands
Cursor Movement Commands
Home - Move to the start of the current line.
End - Move to the end of the current line.
Ctrl+Up - Scroll up one line.
Ctrl+Down - Scroll down one line.
PageUp - Scroll up one screen.
PageDown - Scroll down one screen.
Ctrl+PgUp - Scroll left one screen.
Ctrl+PgDn - Scroll right one screen.
Ctrl+Home - Scroll to the start of the document.
Ctrl+End - Scroll to the end of the document.
Ctrl+Left - Move left one word.
Ctrl+Right - Move right one word.
OK
Enter=Cancel Down=Next topic line Up=Previous topic line

Fig. 12.10 The MS-DOS Text Editor.

The file opened in the editor's window above, is a **readme.txt** file in the background and a Cursor Movement Commands screen on the foreground, obtained by pressing the **F1** function key. To clear the screen, press the **Esc** key.

Copying Text from Old DOS Programs

You can copy text created in old DOS word processing programs and paste it in the latest and most favoured Windows application easily. To illustrate the process, we use below a letter we wrote more than five years ago, using our then loved Q&A word processor. You can follow the technique by using your own DOS word processed document.

First use the **Run** command to locate and load the DOS program, then open a document. Ours is shown in Fig. 12.11.

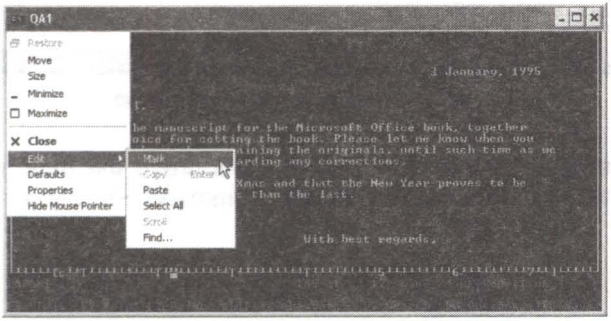


Fig. 12.11 Marking Text in a DOS Word Processing Program.

Next, click the **Command** button to open the drop-down menu and select the **Mark** option. This allows you to mark part or the whole of the document then use the **Edit, Copy** command to copy it onto the Windows clipboard, as shown in Fig. 12.12.

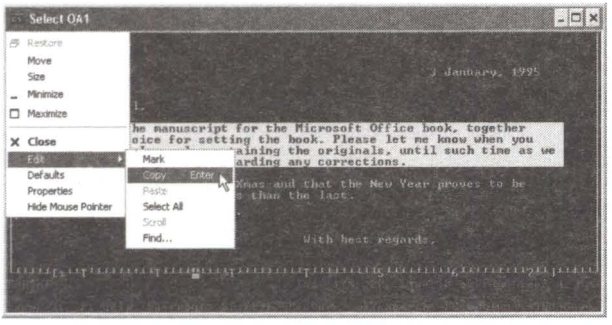


Fig. 12.12 Copying Text from a DOS Word Processing Program.

Finally, open your favourite Windows word processor and use its **Edit, Paste** command, to paste the contents of the clipboard into your new document. We used the WordPad application, as shown in Fig. 12.13 below.

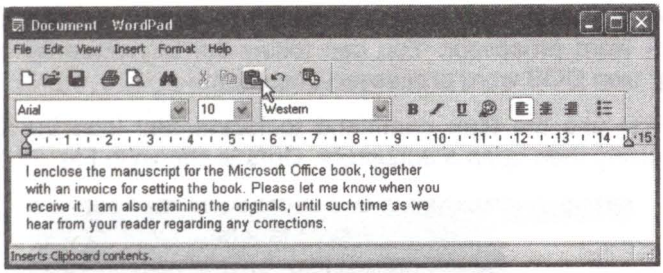

Document - WordPad
File Edit View Insert Format Help
Arial
10
Western
I enclose the manuscript for the Microsoft Office book, together with an invoice for setting the book. Please let me know when you receive it. I am also retaining the originals, until such time as we hear from your reader regarding any corrections.
Inserts Clipboard contents.

Fig. 12.13 Transferring Text into WordPad.

It is as easy as that. Perhaps this will prove the most useful and time saving capability of the Command Prompt for most users.

13

Glossary of Terms

Access control	A security mechanism that determines which operations a user is authorised to perform on a PC, a file, a printer, etc.
ActiveX	A set of technologies that allows software components to interact with one another in a networked environment, regardless of the language in which the components were created.
Active	Describes the folder, window or icon that you are currently using or that is currently selected.
Address	A unique number or name that identifies a specific computer or user on a network.
Administrator	For Windows XP Professional, a person responsible for setting up and managing local computers, their user and group accounts, and assigning passwords and permissions.
Anonymous FTP	Allows you to connect to a remote computer and transfer public files to your local computer without the need to have a user ID and password.
Applet	A program that can be downloaded over a network and launched on the user's PC.
Application	Software (program) designed to carry out a certain activity, such as word processing, or date management.

ASCII	A binary code representation of a character set. The name stands for 'American Standard Code for Information Interchange'.
Association	An identification of a filename extension to a program. This lets Windows open the program when its files are selected.
Authentication	The process for verifying that an entity or object is who or what it claims to be.
Authoring	The process of creating Web documents or software.
AVI	Audio Video Interleaved. A Windows multimedia file format for sound and moving pictures.
Batch file	A file that contains commands which are automatically executed when the file is run.
Baud rate	The speed at which a modem communicates.
BIOS	On x86-based computers, the set of software routines that test hardware at startup, start the operating system, and support the transfer of data among hardware devices.
Bit	The smallest unit of information handled by a computer.
Bitmap	A technique for managing the image displayed on a computer screen.
Boot partition	The partition on a hard disc that contains the operating system and its support files.
Boot up	To start your computer by switching it on, which initiates a self test of its Random Access Memory (RAM), then loads the necessary system files.

Browse	A button in some Windows dialogue boxes that lets you view a list of files and folders before you make a selection.
Browser	A program, like the Internet Explorer, that lets you view Web pages.
Bytes	A unit of data that holds a single character, such as a letter, a digit.
Card	A removable printed-circuit board that is plugged into a computer expansion slot.
CD-R	Recordable compact disc.
CD-ROM	Read Only Memory compact disc. Data can be read but not written.
CD-RW	Rewritable compact disc. Data can be copied to the CD on more than one occasion and can be erased.
Client	A computer that has access to services over a network. The computer providing the services is a server.
Clipboard	A temporary storage area of memory, where text and graphics are stored with the Windows cut and copy actions.
Command	An instruction given to a computer to carry out a particular action.
Command prompt	A window used to interface with the MS-DOS operating system.
Compressed file	One that is compacted to save server space and reduce transfer times. Typical file extensions for compressed files include .zip (DOS/Windows).
Cookies	Files stored on your hard drive by your Web browser that hold information for it to use.

CPU	The Central Processing Unit; the main chip that executes all instructions entered into a computer.
Default	The command, device or option automatically chosen.
Defragmentation	The process of rewriting parts of a file to contiguous sectors on a hard disc to increase the speed of access and retrieval.
Desktop	The Windows working screen.
Device driver	A special file that must be loaded into memory for Windows to be able to address a specific procedure or hardware device.
Dial-up connection	The connection to a network via a device that uses the telephone network.
Digital signature	A means for originators of a message, file, or other digital encoded information to bind their identity to the information.
Document	A file produced by an application program. With reference to the Web, a document is any file containing text, media or hyperlinks that can be transferred from a server to a browser.
Domain Name	The name of an Internet site, for example www.microsoft.com, which allows you to reference Internet sites without knowing their true numerical address.
Download/Upload	The process of transferring files between computers. Files are downloaded from a PC to your own computer and uploaded from your PC to another computer.
DPI	Dots Per Inch - a resolution standard for laser printers.

Drag	To move an object on the screen by pressing and holding down the left mouse button while moving the mouse.
Drive name	The letter followed by a colon which identifies a floppy or hard disc drive.
Dual boot	A PC configuration that can start two different operating systems.
DVD	Digital Video Disc; a type of optical disc technology. It looks like a CD but can store greater amounts of data.
Embedded object	Information in a document that is 'copied' from its source application. Selecting the object opens the creating application from within the document.
Engine	Software used by search services.
Ethernet	A very common method of networking computers in a LAN.
Expansion slot	A socket in a computer, designed to hold expansion boards and connect them to the system bus.
Extract a file	Create an uncompressed copy of the file in a folder you specify.
FAT	The File Allocation Table. An area on disc where information is kept on which part of the disc a file is located.
File extension	The suffix following the period in a filename. Windows uses this to identify the source application program. For example .mdb indicates an Access file.
Filename	The name given to a file. In Windows 95 and above this can be up to 256 characters long.

Firewall	Security measures designed to protect a networked system from unauthorised access.
Folder	An area used to store a group of files, usually with a common link.
Font	A graphic design representing a set of characters, numbers and symbols.
Format	The structure of a file that defines the way it is stored and laid out on the screen or in print.
Fragmentation	The scattering of parts of the same file over different areas of the disc.
FTP	File Transfer Protocol. The procedure for connecting to a remote computer and transferring files.
Function key	One of the series of 10 or 12 keys marked with the letter F and a numeral, used for specific operations.
GIF	Graphics Interchange Format, a common standard for images on the Web.
Gigabyte	(GB); 1,024 megabytes. Usually thought of as one billion bytes.
Graphic	A picture or illustration, also called an image. Formats include GIF, JPEG, BMP, PCX, and TIFF.
Graphics card	A device that controls the display on the monitor and other allied functions.
GUI	A Graphic User Interface, such as Windows, the software front-end meant to provide an attractive and easy to use interface.
Handshaking	A series of signals acknowledging that communication can take place between computers or other devices.

Hard copy	Output on paper.
Hard disc	A device built into the computer for holding programs and data.
Hardware	The equipment that makes up a computer system, excluding the programs or software.
Home page	The document displayed when you first open your Web browser, or the first document you come to at a Web site.
Host	Computer connected directly to the Internet that provides services to other local and/or remote computers.
HTML	HyperText Markup Language, the format used in documents on the Web.
HTTP	HyperText Transport Protocol - the system used to link and transfer hypertext documents on the Web.
Hyperlink	A segment of text, or an image, that refers to another document on the Web, an intranet or your PC.
Hypertext	A system that allows documents to be cross-linked so that the reader can explore related links, or documents, by clicking on a highlighted symbol.
Icon	A small graphic image that represents a function or object. Clicking on an icon produces an action.
Interface	A device that allows you to connect a computer to its peripherals.
Internet	The global system of computer networks.
Intranet	A private network inside an organisation using similar software to the Internet.

IP	Internet Protocol - the rules that provide basic Internet functions.
IP Address	Internet Protocol Address - every computer on the Internet has a unique identifying number.
ISP	Internet Service Provider - a company that offers access to the Internet.
JPEG / JPG	Joint Photographic Experts Group - a popular cross-platform format for image files. JPEG is best suited for true colour original images.
Kilobyte	(KB); 1024 bytes of information or storage space.
LAN	Local Area Network - high-speed, privately-owned network covering a limited geographical area, such as an office or a building.
Links	The hypertext connections between Web pages.
Local	A resource that is located on your computer, not linked to it over a network.
Location	An Internet address.
Log on	To gain access to a network.
Megabyte	(MB); 1024 kilobytes of information or storage space.
Megahertz	(MHz); Speed of processor in millions of cycles per second.
Memory	Part of a computer consisting of storage elements organised into addressable locations that can hold data and instructions.

MIDI	Musical Instrument Digital Interface enables devices to transmit and receive sound and music messages.
MIME	Multipurpose Internet Mail Extensions, a messaging standard that allows Internet users to exchange e-mail messages enhanced with graphics, video and voice.
MIPS	Million Instructions Per Second; measures speed of a system.
Modem	Short for Modulator-demodulator. An electronic device that lets computers communicate electronically.
Monitor	The display device connected to your PC, also called a screen.
MS-DOS	Microsoft's implementation of the Disc Operating System for PCs.
Multitasking	Performing more than one operation at the same time.
Network	Two or more computers connected together to share resources.
Network adapter	A device that connects your computer to a network.
Network server	Central computer which stores files for several linked computers.
Node	Any single computer connected to a network.
NTFS file system	An advanced file system that provides performance, security, reliability, and advanced features that are not found in any version of FAT.
OLE	Object Linking and Embedding - a technology for transferring and sharing information among software applications.

Online	Having access to the Internet.
Operating system	Software that runs a computer.
Page	An HTML document, or Web site.
Parallel port	The input/output connector for a parallel interface device. Printers are generally plugged into a parallel port.
Partition	A portion of a physical disc that functions as though it were a physically separate disc.
PATH	The location of a file in the directory tree.
Peripheral	Any device attached to a PC.
PIF file	Program information file - gives information to Windows about an MS-DOS application.
Pixel	A picture element on screen; the smallest element that can be independently assigned colour and intensity.
Plug-and-play	Hardware which can be plugged into a PC and be used immediately without configuration.
POP	Post Office Protocol - a method of storing and returning e-mail.
Port	The place where information goes into or out of a computer, e.g. a modem might be connected to the serial port.
PostScript	A page-description language (PDL), developed by Adobe Systems for printing on laser printers.
Print queue	A list of print jobs waiting to be sent to a printer.
Protocol	A set of rules or standards that define how computers communicate with each other.

RAM	Random Access Memory. The computer's volatile memory. Data held in it is lost when power is switched off.
Refresh	To update displayed information with current data.
Registered file type	File types that are tracked by the system registry and are recognised by the programs you have installed on your PC.
Registry	A database where information about a computer's configuration is deposited. The registry contains information that Windows continually references during its operation.
Resource	A directory, or printer, that can be shared over a network.
ROM	Read Only Memory. A PC's non-volatile memory. Data is written into this memory at manufacture and is not affected by power loss.
Search engine	A program that helps users find information across the Internet.
Serial interface	An interface that transfers data as individual bits.
Server	A computer system that manages and delivers information for client computers.
Shared resource	Any device, program or file that is available to network users.
SMTP	Simple Mail Transfer Protocol - a protocol dictating how e-mail messages are exchanged over the Internet.
Spamming	Sending the same message to a large number of mailing lists or newsgroups.
Spooler	Software which handles transfer of information to a store to be used by a peripheral device.

Swap file	An area of your hard disc used to store temporary operating files, also known as virtual memory.
System disc	A disc containing files to enable a PC to start up.
System files	Files used by Windows to load, configure, and run the operating system.
TCP/IP	Transmission Control Protocol / Internet Protocol - combined protocols that perform the transfer of data between two PCs. TCP monitors and ensures the correct transfer of data, while IP receives the data, breaks it up into packets and sends it to a network within the Internet.
Text file	An unformatted file of text characters saved in ASCII format.
TrueType fonts	Fonts that can be scaled to any size and print as they show on the screen.
URL	Uniform Resource Locator - the addressing system used on the Web, containing information about the method of access, the server to be accessed and the path of the file to be accessed.
Volume	An area of storage on a hard disc. A volume is formatted by using a file system, such as FAT or NTFS, and has a drive letter assigned to it.
WAV	Waveform Audio (.wav) - a common audio file format for DOS/Windows computers.
Web page	An HTML document that is accessible on the Web.
Web server	A computer that is maintained by a system administrator or Internet service provider (ISP) and that responds to requests from a user's browser.

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